

| Department | Position | Job Location | Supervisor | Contact | Phone Number | Start Date | End Date | Number of Students | Hours per Week | Special Requirements | Job Description |
|-----------------------------|----------------------------------|--------------------------------------|----------------|-----------------------------------|----------------|------------|------------|--------------------|----------------|--|---|
| ASC Tutoring Services | Peer Tutor | ASC Weed & Yreka | TBA | TBA | (530) 938-5514 | 8/1/2018 | 12/14/2018 | 10 | 5 to 15 | Enrollment in and completion of EDUC 894, Tutor Training. | Job Description |
| Athletics- FOOTBALL | Filmer | Football Field | Charlie Roche | Charlie Roche | (530) 938-5269 | 8/6/2018 | 11/24/2018 | 2 | 6 | Ability to work a camcorder. Knowledge of football. | Student will be filming games and practices for the football team. Student will download film into HUDL. |
| Athletics- Men's Basketball | Video Coordinator | Gym | Kyle Heath | Kyle Heath heath@siskiyous.edu | (530) 938-5859 | 8/27/2018 | 12/13/2018 | 1 | 18 | None | Filming practice on a daily basis and filming games. |
| | Statistician | Gym | Kyle Heath | Kyle Heath heath@siskiyous.edu | (530) 938-5859 | 8/27/2018 | 12/13/2018 | 1 | 18 | None | Watching film and doing the stats of practices on a daily basis. Watching film and statting games during season. |
| Bookstore | Sales & Inventory Student Worker | Bookstore | Ryan Galbraith | Ryan Galbraith | (530) 938-5318 | 8/1/2018 | 5/24/2019 | 1 | 6 | While performing the duties of this job, the employee is regularly required to sit, stand and walk. The job requires skill, adeptness and speed in the use of fingers, hands and limb on a repetitive basis. The employee must regularly lift and/ or move up to 10 pounds and occasionally lift and/or move supplies and/ or equipment up to 50 pounds and perform activities requiring full body exertion. | The Bookstore Sales & Inventory Clerk provides service to Bookstore customers and assists with receiving, organizing, merchandising and shipping inventory. Candidates for this position should be able to provide friendly customer service, aptitude to cashier and ability to manage inventory with an organized back stock and a visually appealing sales floor. Occasionally the Sales & Inventory Clerk will be asked to help sell merchandise at games and events on campus. |
| CTE/Athletics | Office Assistant | ESTC administrative offices | Dennis Roberts | Anne Marie Accord | (530)-938-5504 | 8/13/18 | 5/24/2018 | 1 | 10 to 15 | General office and customer service skills. Basic knowledge of MS Word, MS Excel, and MS Publisher preferred. | Great opportunity to gain experience in an administrative office. Clerical duties include filing, answering phones, assisting students and the public with various questions, handling large mailers, and working on special events. |
| Eagle's Nest | Clerk/Student Worker | Eagle's Nest Shop/ 123 Main St, Weed | Angel Fisher | Angel Fisher | (530) 938-4663 | 7/1/2018 | 6/30/2019 | 6 to 8 | 10 to 19 | None | Job Description |
| EMS- Paramedic/EMT | Clerical Aid | ESTC, Weed | Beth Watt | Beth Watt | (530) 524-5864 | 10/1/2018 | 5/15/2019 | 1 | 12 | None | Clerical help-Student will be copying, filing paperwork, sorting supplies for the EMS programs, and checking in student materials. |

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| Fine Art | Art Department Aide | McCloud Hall 4-112, Weed | Zach Zweigle | Sean Kenny | (530) 938-5239 | 9/1/2018 | 5/24/2019 | 3 | 15 | None | Student workers will be helping with general organization, and function of the respective studio spaces. Also providing assistance to the ISS2 position. |
| | Photo Lab Assistant | Photo Lab, McCloud Hall, Weed | Amanda Thomas | James Gilmore | (530) 227-1823 | 9/4/2018 | 5/23/2019 | 1 to 2 | 19 | APPLICANT MUST HAVE TAKEN ART1011 BEGINNING PHOTO OR INSTRUCTOR CONSENT | Maintain Photo Labs-prepare chemistry in lab and maintain photo lab cleanliness. Assist instructor during lab hours and in organizing student photo shows, including gallery installations. |
| Food Services | Café Assistant | Cafeteria | Cindy Martel | Cindy Martel | (530) 938-5232 | 8/5/2018 | 5/31/2019 | 10 | Up to 19 | None | This is a fast paced environment. You will be trained to prepare and serve food . You will be trained to operate the Point of Sale System (cashier), provide customer service, do inventory, stock retail items, dishes, overall cleaning and sanitation and some catering. You will be required to obtain a Food Handlers Card, which College of the Siskiyou will provide for you at the time of hiring. The Food Handlers Card is valid for 5 years and can be used at any establishment serving food. |
| Instruction | ASC Check-in Desk | Academic Success Center | TBA | TBA | (530) 938-5339 | 8/27/2018 | 12/23/2018 | 4 | 15 to 19 | Customer service skills including patience, tact and courtesy; oral and written communication skills, including telephone; operation of instructional equipment including a computer; maintain confidentiality. | Job Description |
| Library | Library Student Assistant | Library | Linda Kiely | Linda Kiely | (530) 938-53311 OR (530) 938-5829 | 7/1/2018 | 5/23/2019 | 7 to 10 | 6 to 10 | Customer service skills | Assist in the circulation of library materials using an automated library system . Check in and out library materials,explain due dates, fines and library services. Interact with visitors and telephone callers in a friendly, professional manner, direct queries to the proper staff person. Other Duties include making signs,assisting with displays, processing new materials, recovering books, cleaning and sanitizing books and workstations, shelving and shelf-reading, basic repair of books, accurately counting copier change and rolling coins for deposit and assisting library staff with inventory of library materials, furniture and equipment and other duties as assigned. Ability to work 6 to 10 hours per week in 2 to 3 hour shifts. |

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| Vice President of Student Services Office | Office Clerk/ Receptionist | Student Services Office/ JMSC | Melissa Green | Janice Gonzalez | (530) 938-5597 | 8/20/2018 | 6/30/2019 | 1 | 8 to 19 | General office and customer service skills. Basic knowledge of MS Word, MS Excel, and MS Publisher preferred. | Great opportunity to gain experience in an executive office. Clerical duties include filing, answering phones, assisting students and the public with various questions, handling large mailers, and working on special events. |
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