

Department	Student Job Title	Student Job Description	Minimum Job Qualifications	Supervisor Name	Supervisor Preferred Contact Information
Access Services	Front Desk Receptionist	Access Services supports students with any hidden or visible qualified disability. Responsibilities of Front Desk Student Workers include scheduling appointments, answering phones, greeting visitors, filing, and maintaining office organization. Additional duties include providing accommodations support by assisting students with the following: alternative textbooks, reserved seating, volunteer note taking, scribing, and other duties as assigned. Front Desk Student Workers may occasionally be asked to provide one-on-one assistance for a student with a disability by attending their class or lab with them. This is an on-campus position.	Ability to communicate effectively and professionally. Applicants must be reliable, detail oriented, and have a strong work ethic. Ability to work independently but also take direction and function as part of a team. Experience with customer service and Microsoft Office is preferred. Must have desire to work with others, specifically individuals with disabilities. Experience working within a disability services setting is a plus. Must be work study eligible.	Elianna Knutson	elianna.knutson@nhcc.edu
Biology	Biology Lab Assistant	Position: 1-2 part-time roles (8-16 hours/week) \$15/hr Work-Study eligible students only. Start: Fall Semester 2025. Ideal For: Students in Biological & Health Sciences or Nursing & Health Professions, but open to all eligible applicants. Duties: Assist Lab Manager with lab setup and prep, Clean/maintain glassware and lab areas, Prep reagents and microbiology media, Restock and organize supplies, Help with inventory. Schedule: Flexible around classes; Mon–Thurs preferred, 7:30 AM–5:00 PM	Preferred: Completion or enrollment in NHCC in-person lab course (Fall 2025), Required: Reliable, safety-minded, follows instructions, meets attendance commitments	Beth Gruebele	Email: beth.gruebele@nhcc.edu
Bookstore/Coffee Shop	NHCC Bookstore Customer Service/NHCC Coffee Shop Barista	Bookstore: Assist bookstore customers (students, staff and faculty) with textbook and course material purchases and general merchandise purchasing. Ring up customer purchases, answer phones, stock product, suggest products to customers, fill online orders. Coffee Shop:	Ability to lift up to 50 pounds. English skills sufficient to communicate both verbally and in writing with customers. Math skills sufficient to count money and make change.	Traci Hildebrandt-Smith	traci.hildebrandt-smith@nhcc.edu
Business, Career, Education, and Workforce Innovation	Office Assistant	Work along side the Assistant to the Dean answering calls, addressing student needs on a walk in basis, basic office duties such as filing, directing students/guests to appropriate offices, some work with Microsoft Office, and other office responsibilities.	Computer skills in Google Calendar, Docs, and Sheets. Availability to work in-person 8-15 hours per week during normal business hours. Customer service skills. Ability to work with limited supervision. Attention to detail. Excellent verbal and written communication skills.	Kristi Ullereng	kristi.ullereng@nhcc.edu

CARE Center	Student Parent Support Intern	<p>The student parent support intern will play a key role in fostering a welcoming and resourceful environment for parenting students.</p> <p>Responsibilities include; monthly parent newsletter: Create and distribute a monthly newsletter featuring relevant resources, upcoming events, and parenting tips. Support Group Assistance: Provide logistical support during parent support group meetings. Open Resource Hours: Maintain regular hours in the Parent Resource and Study Room to offer guidance, answer questions, and connect parenting students with campus and community resources. This position is funded by a Perkins Grant, so all students are eligible to apply — including those who are not work-study eligible. \$15 an hour.</p>	<p>Must be reliable and have a strong work ethic. Must have a positive attitude. Excellent customer service, communication and organization skills. Commitment to always maintaining student and staff confidentiality. Proficient using the Internet, Microsoft Word, Outlook, PowerPoint, and Excel. Must be able to take direction and work as part of a team. Strong ability to connect with students in person and over the phone. Must be able to lift and carry 25 pounds. Cannot be part of the parent scholarship cohort.</p>	Sabrina Skeens	sabrina.skeens@nhcc.edu
Care Center/Food Cupboard	Student Worker	<p>Responsible for opening and closing the CARE Center and Food Cupboard. Welcoming students and visitors to the CARE Center and Food Cupboard, explain the service process and assist students with appointment/service scheduling/check in/out. Directing students and visitors to appropriate areas around campus. Receiving phone inquiries and connecting students with appropriate staff. Assisting students in navigating center related resources. Managing and maintaining updated materials and resources (both in print and electronic). Supporting staff in general clerical tasks and projects as needed. Assist with events and projects including creating and updating flyers, brochures and handouts, assisting with set up and tear down, assisting at the info table, and other tasks as assigned. Maintain inventory including receiving items and stocking items using the FIFO method. Organizing, cleaning and sanitizing entire work area including disposing of cardboard boxes.</p>	<p>MUST BE TAKING AT LEAST 6 CREDITS AT NHCC. Must be reliable and have a strong work ethic. Must have a positive attitude. Excellent customer service, communication and organization skills. Commitment to maintaining student and staff confidentiality at all times. Proficient using the Internet, Microsoft Word, Outlook, PowerPoint, and Excel. Must be able to take direction and work as part of a team. Strong ability to connect with students in person and over the phone. Must be able to lift and carry 25 pounds.</p>	Kory Buckingham & Ellie McDowell	Phone: 763-493-0554

Diversity Department	Diversity Student Leader	<p>Diversity Student Leaders will work 8-10 hours per week supporting the Diversity Department including, but not limited to organizing meetings, student outreach/promotion, assisting with Diversity Initiatives, and other duties assigned. Additionally, work-study students employed by the Diversity Department, design and create topical presentations salient to their identity, including gender, race, & religion. Presentations are accessible to the entire campus community and are created to foster awareness, dialogue, and cultural understanding to help build inclusion. Students hired for these positions are expected to serve as positive role models and always embody good stewardship. We welcome students to apply who are passionate about diversity, equity, and inclusion. Interested students should complete an online application and email Justice.Fisher@NHCC.edu with any questions.</p>	Eligible for Work Study	Justice Fisher	Justice.Fisher@nhcc.edu
Fine Arts Center	Fine Arts Customer Service Specialist	<p>Assist the FAC Administrative Assistant with carrying out special projects related to Fine Arts daily business practices. Such projects include, but not limited to, data research, event planning, livestreaming events, running various errands throughout campus and within the FAC.</p>	Strong experience with Microsoft Office applications: specifically Excel, Word, and Outlook.	Renee Zachman	renee.zachman@nhcc.edu

Public Safety	Student Security Officer	<ul style="list-style-type: none"> •Must be able to patrol campus buildings and parking lots (all season) routinely. <ul style="list-style-type: none"> •Provide jumpstarts •Must track and enter in daily logs for all on duty officers and student workers. •Must be able to make 911 calls and assist officers during emergency and non-emergency calls. <ul style="list-style-type: none"> •Issue and record parking lot citations. •Receive and document lost and found items. <ul style="list-style-type: none"> •Able to assist officers with pre-locks. •Must be able to provide excellent customer service. •Perform monthly checks directed by an officer or Director of Public Safety. <ul style="list-style-type: none"> •Monitor video surveillances. <ul style="list-style-type: none"> •Make student IDs. •Create work orders as necessary to appropriate departments. •Report suspicious activities and or person to Public Safety Officers. •Safely operate golf cart. (You will be trained) •Arrive to work on time and in proper uniform on scheduled shifts. 	N/A	Mai Lee	mai.lee@nhcc.edu 763-424-0807
Reading Partners	Reading Partners Tutor	<p>Working one-on-one with K-5 students reading below grade level. • Assisting in running the tutoring center, including substitute tutoring • Assisting in volunteer management of tutors along with preparing and organizing materials for the program implementation • Able to commit between 4-20 hours/week, for a minimum of one semester (school year commitment is preferred)</p>	<p>Required Qualifications: • Willingness and eagerness to learn tutoring strategies • Demonstrates patience and empathy for students while holding high expectations • Ability to work independently and as part of a team • Ability to interact effectively with diverse groups • Ability to commit to a schedule and show up promptly when expected</p>	Caitlin Ignasiak	caitlin.ignasiak@readingpartners.org
School of Business, Careers, Education, and Workforce Innovation	Customer Service Specialist	Greet individuals coming into the office and direct them appropriately. Basic office work - filing, copying, and customer service.	Computer skills in Google Calendar, Docs, and Sheets. Availability to work in-person 8-15 hours per week during normal business hours. Customer service skills. Ability to work with limited supervision. Attention to detail. Excellent verbal and written communication skills.	Kristi Ullereng	kristi.ullereng@nhcc.edu

Student Life	Student Life Office Assistant	Assist with office work, some Data Entry, and Events	Communication skills is a Must!	Tarsha Davis-Martin	studentlife@nhcc.edu
Student Life - Recreation and Wellness	Recreation & Wellness Facility Attendant	<p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Providing excellent customer service and helping enforce NHCC and Recreation & Wellness policies in a respectful, approachable way • Greeting and assisting students using spaces like the gym, weight room, studio, and game room • Monitoring activity areas to help ensure safety, controlled access, and proper use of equipment • Checking IDs and using the control desk system to verify access to programs and facilities • Cleaning equipment and facility areas to help maintain a healthy and professional environment • Supporting equipment check-out and helping participants with proper use • Performing attendance or participant counts as needed • Reporting any accidents, unsafe behavior, or emergencies and completing incident documentation • Assisting with locker use and database tracking • Attending required training and team meetings • Sharing current info about NHCC Recreation & Wellness, Student Life events, and campus resources • Supporting your team with other duties as assigned 	<ul style="list-style-type: none"> • Be a current NHCC student enrolled in a minimum of 6 credits • Be eligible for Federal or State Work Study funds • Be able to work both independently and as part of a team • Possess strong verbal and written communication skills • Have customer service skills and experience • Be self-motivated and able to take initiative • Have an interest in contributing to a growing and evolving recreation program Preferred • Experience working in health, wellness, or fitness facilities • Background or involvement in recreation, athletics, parks, or outdoor activities • Academic or career interest in Exercise Science, Health, Sports Management, or related fields 	Nick Donahue	Nicholas.donahue@nhcc.edu
Technology Services	Computer Lab Assistant	Help students with basic computer and NHCC services issues	No computer experience required. Looking for students with excellent communication and patience to help other students who need help understanding student technology and processes.	Azhar Alsaady	Azhar Alsaady

TRIO SSS	Front Desk	<p>The TRIO Student Support Services (SSS) program at North Hennepin Community College is seeking a motivated and detail-oriented Student Office Assistant. This work-study position offers an opportunity to support a dynamic team dedicated to student success. The ideal candidate will be organized, personable, and committed to creating a welcoming environment for students.</p> <p>Responsibilities: Open and close the SSS office following established procedures. Greet students and foster a welcoming atmosphere. Provide information about SSS program services. Make daily calls to remind students of appointments and notify them of events. Schedule student appointments and manage calendars. Perform data entry and maintain accurate records. Assist with filing, copying, and organizing student documentation. Take and relay messages for SSS staff. Support the Program Assistant and staff with special projects. Create flyers and promotional materials for upcoming events. Maintain office supplies and stock shelves and drawers. Refer students to appropriate campus resources. Assist with equipment check-out. Perform other duties as assigned.</p>	<p>Qualifications: Must be eligible for work-study through NHCC Financial Aid. Minimum cumulative GPA of 2.50. Preference for students with college-level English and GPA of 3.00+ in English. Strong public relations and organizational skills. Experience with diverse populations and busy phone environments. Proficient in computer use, word processing, and data entry. Ability to create flyers and schedule appointments. Familiarity with NHCC campus resources. Reliable and committed to assigned schedule</p>	Mary Jo Dahl	email: maryjo.dahl@nhcc.edu
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