

Department	Student Job Title	Student Job Description	Minimum Job Qualifications	Supervisor Name	Supervisor Preferred Contact Information
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	<a href="mailto:beth.gruebele@nhcc.edu">beth.gruebele@nhcc.edu</a>
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	<a href="mailto:traci.hildebrandt-smith@nhcc.edu">traci.hildebrandt-smith@nhcc.edu</a>
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	<a href="mailto:kristi.ullereng@nhcc.edu">kristi.ullereng@nhcc.edu</a>
Care Center/Food Cupboard	Student Worker	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.	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.	Kory Buckingham & Ellie McDowell	Phone: 763-493-0554

Fine Arts Center	Fine Arts Customer Service Specialist	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.	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"> <li>•Must be able to patrol campus buildings and parking lots (all season) routinely.</li> <li>•Provide jumpstarts</li> <li>•Must track and enter in daily logs for all on duty officers and student workers.</li> <li>•Must be able to make 911 calls and assist officers during emergency and non-emergency calls. <ul style="list-style-type: none"> <li>•Issue and record parking lot citations.</li> </ul> </li> <li>•Receive and document lost and found items.</li> <li>•Able to assist officers with pre-locks.</li> <li>•Must be able to provide excellent customer service.</li> <li>•Perform monthly checks directed by an officer or Director of Public Safety. <ul style="list-style-type: none"> <li>•Monitor video surveillances.</li> <li>•Make student IDs.</li> </ul> </li> <li>•Create work orders as necessary to appropriate departments.</li> <li>•Report suspicious activities and or person to Public Safety Officers. <ul style="list-style-type: none"> <li>•Safely operate golf cart. (You will be trained)</li> </ul> </li> <li>•Arrive to work on time and in proper uniform on scheduled shifts.</li> </ul>	N/A	Mai Lee	mai.lee@nhcc.edu   763-424-0807
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
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	<a href="mailto:Azhar.Alsaady@nhcc.edu">Azhar.Alsaady@nhcc.edu</a>