

Department	Student Job Title	Student Job Description	Minimum Job Qualifications	Supervisor Name	Supervisor Preferred Contact Information
CARE Center	Student Parent Support Intern	The student parent support intern will play a key role in fostering a welcoming and resourceful environment for parenting students. 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.	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.	Sabrina Skeens	sabrina.skeens@nhcc.edu
Diversity Department	Diversity Student Leader	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.	Eligible for Work Study	Justice Fisher	Justice.Fisher@nhcc.edu
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Marketing & Communications	Web Assistant	Work in NHCC's Marketing and Communications Office assisting with updating and creating content for the website and digital channels.	Familiarity with editing and creating content for websites, or a combination of related skills and a strong desire to learn. Strong written and oral communications skills. Ability to develop collaborative relationships with staff and faculty. Ability to multitask, meet deadlines, and manage time independently. Photography and videography experience a plus. Reports to the Digital Strategist. 8-10 hours per week, flexible schedule.	Matt Klinkhammer, Digital Strategist	matt.klinkhammer@nhcc.edu
Reading Partners	Reading Partners Tutor	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)	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	Caitlin Ignasiak	caitlin.ignasiak@readingpartners.org
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@nhcc.edu

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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