

Department	Student Job Title	Student Job Description	Minimum Job Qualifications	Supervisor Name	Supervisor Contact Information
Access Services	Access Services Front Desk Student Worker	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.	Jessica Fraser	If interested, complete the Access Services Front Desk Student Worker application (https://forms.office.com/r/nBYpDRZUPi). Direct questions to jessica.fraser@nhcc.edu
Chemistry	Lab Assistant	Assist Laboratory Manager with educational lab setup and prep, clean glassware, organize and restock laboratory spaces, other duties as assigned	Work study eligible students only. Ideal for students looking for laboratory experience, especially those in Chemistry. Open to all eligible applicants. Preferred – Completion of or enrollment in an in-person science with a lab course; Required – Reliable, ability to follow instructions	Cassandra Ludden	cassandra.ludden@nhcc.edu
Fine Arts Center	Customer Service Assistant	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.	Working knowledge of all Microsoft applications: Excel, Word, Outlook, Power Point. Experience with event planning, and generalized office equipment (computer, copier, phone, etc.)	Renee Zachman	renee.zachman@nhcc.edu
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

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Nursing	Clerical Assistant	Work with simulation equipment such as manikins and medical record system. Assemble and dismantle lab activities and scenarios, clean supplies and equipment, wash linens, and distribute supplies. Assist with office tasks for labels, folders, printing, inventory, etc.	Strong organizational skills, technical ability, and interest in learning operational systems, including our simulated electronic record system and high-fidelity simulation system. Ability to work independently, recognizing what needs to be done without prompting. Office skills in Word, excel, and printing. Must be eligible for work study.	Monica Stanton	Email: monica.stanton@nhcc.edu or Office Phone: 763-424-0760
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
Tutoring Center	Peer Tutor	The NHCC Tutoring Center is seeking enthusiastic and academically strong students to join our team as Peer Tutors. In this role, you'll help fellow students understand course material, strengthen study skills, and build confidence in their learning. Responsibilities: Provide academic support in assigned subject areas or courses. Assist students with study strategies, problem-solving, and exam preparation. Foster a positive and inclusive learning environment. Maintain professionalism and confidentiality in all interactions. Attend required training sessions and ongoing professional development. This is a great opportunity for academically proficient students to enhance their own learning while helping others succeed.	Must be Financial Aid/Work Study eligible. GPA 2.75+ and in good academic standing. Completed course(s) to be tutored with grade A or B. Faculty reference required. Strong communication and interpersonal skills. Positive, dependable, and committed to NHCC's student success mission. Ability to tutor in more than one area is a plus	Elisha Little	Elisha.Little@nhcc.edu or APPLY ONLINE: https://forms.nhcc.edu/user/login?destination=/node/166
TRIO	Student Office Assistant	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. 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. 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.	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. Available to work Monday – Thursday 8AM to 12 PM	Mary Jo Dahl	maryjo.dahl@nhcc.edu

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Tutoring Center	CSCI Peer Tutor (PERKINS)	Peer Tutoring is hiring a Computer Science Tutor for the Fall and Spring semesters. Hours: Up to 20 hours per week Pay: \$15/hour Applicant CAN NOT be Financial Aid Eligible!	Must meet the eligibility requirement as listed on the NHCC Student Employment page and the following: The selected candidate must meet the completion of two or more of the following courses with a grade of A: CSCI 1040 Fundamentals of SQL CSCI 1130 Intro to Programming in Java (CS0) CSCI 2001 Object Oriented Programming CSCI 2002 Data Structures and Algorithms (CS2) CSCI 2020 Computer Architecture CSCI 2030 Database Modeling and Design Recommendation/Reference: Must submit an emailed recommendation or reference from a CSCI instructor.	Elisha Little	Elisha.Little@nhcc.edu