

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 ( <a href="https://forms.office.com/r/nBYpDRZUPi">https://forms.office.com/r/nBYpDRZUPi</a> ). Direct questions to <a href="mailto:jessica.fraser@nhcc.edu">jessica.fraser@nhcc.edu</a>
Art	Art Assistant	Work in Art Department assisting with NHCC's permanent art collection by updating and creating various content. Other duties may be assigned.	1) No Experience Required; 2) Eligible for Work Study; 3) Ability to work independently and as part of a team; 4) Ability to commit to a schedule and show up promptly when expected.	Dan Bagaous and Gina Dabrowski	<a href="mailto:dan.bagaous@nhcc.edu">dan.bagaous@nhcc.edu</a> and/or <a href="mailto:gina.dabrowski@nhcc.edu">gina.dabrowski@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>
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	<a href="mailto:matt.klinkhammer@nhcc.edu">matt.klinkhammer@nhcc.edu</a>

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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
Public Safety	Student Security Officer	-Must be able to patrol campus buildings and parking lots (all season) routinely. - 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. - Issue and record parking lot citations. - Receive and document lost and found items. - 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. - Monitor video surveillances. - 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	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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Testing Center	Clerical Assistant	The Testing Center provides placement testing, make-up testing, and CLEP testing. This position provides clerical support by answering phones, scheduling appointments, and assisting walk-in visitors.	Must be responsible and able to multitask. Must have excellent verbal and communication skills. Applicants should be dependable, detailed orientated and have had previous customer service experience previously.	K'rin Jacobsen	763-424-0727
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: <a href="https://forms.nhcc.edu/user/login?destination=/node/166">https://forms.nhcc.edu/user/login?destination=/node/166</a>
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