To be considered for interview, students must
- Be eligible for Santa Ana College Federal Work Study
- Be enrolled at least 6 approved units and maintain satisfactory academic progress to work
- Earn Federal Work Study award by working (fall and spring only)
- Make an appointment to proceed with the job process and Federal Work Study Orientation

Work schedules displayed for each job are the hours that the job may be worked
- Individual weekly schedules are developed within the hours listed based on the amount of Federal Work Study Award, availability and the department's need - usually about 10 hours to 15 hours (maximum) per week
- A particular job from the list may be filled and not available at the time you inquire

Job#: 001 COUNSELING: CAREER DEVELOPMENT/SERVICE LEARNING

ESSENTIAL FUNCTIONS: Assist with general operation of the front office: Help students coming into the center; filing, light clerical duties, process mail, and answer phones. May assist with special projects like updating bulletin boards, help with social media post creation using Canva online software.

MINIMUM REQUIREMENTS: Proficiency in English language, basic computer skills, willingness to learn to work in an office setting that requires interpersonal communication skills helping students via phone, on the computer and in person. Ability to learn to operate office equipment and to be lightly physical with some bending, reaching, and minimal lifting.

WORK SCHEDULE: 08:00 am – 6:00 pm, Monday – Thursday, 8:00 am – 12:00 pm Friday

Job#: 005 MESA, Clerical

ESSENTIAL FUNCTIONS: Provide clerical support. Input student data and process new student applications. Call/text students to schedule student appointments and remind them of their appointment or upcoming events/workshops. Work may be accomplished by using the MESA Google Drive/Doc software.

MINIMUM REQUIREMENTS: Good English written and verbal communication skills, knowledge of Microsoft Office, ability to read and write effectively, ability to communicate with students professionally, and ability to understand and follow directions regarding projects related to program events/workshops.

WORK SCHEDULE: 10:00 am – 6:00 pm, Monday – Friday

Job#: 006 MESA, STEM Tutor

ESSENTIAL FUNCTIONS: Help students with Science, Technology, Math (STEM) skills as well as tutoring in appropriate STEM classes as part of the MESA program, make phone calls to encourage student participation in tutoring, create and advertise study groups for students taking similar classes, data entry, and clerical work as needed. Work may be accomplished by using Zoom, the MESA Google Drive/Doc software as well as having the student use Cisco Jabber for calling.

MINIMUM REQUIREMENTS: Strong background in STEM classes, good English communication skills, good telephone etiquette, basic computer skills. Must have passed a college level general Math 180, physics 217, computer science120, chemistry 219, and/or biology 211 with a grade of "B" or better and/or be enrolled or completed second level of subject (Math 185, physics 227, chemistry 229, computer science, and/or biology 212) depending on tutoring subject.

WORK SCHEDULE: 10:00 am – 7:00 pm, Monday – Friday

Job#: 012 LIBRARY, REFERENCE SERVICES

ESSENTIAL FUNCTIONS: Work at the Library's reference desk to help with questions/issues with student PC's, software, printers, and general library related questions. Monitor the use of student PC's in the library, report computer problems to supervisor and check and restock paper in printers. Assist with group study room scheduling; student printing; cleaning monitor screens and glass top, mice and keyboards weekly. Tidy up furniture in the computer area; monitor use of computers to prevent Internet chat rooms, online gaming and personal non-educational related computer use.

MINIMUM REQUIREMENTS: Good verbal English communication skills, good people skills, proactive, willing to learn, able to follow through with guidelines and instructions, basic computer knowledge, ability to operate PC with Windows, ability to navigate the Internet, willingness to clean and maintain computer and printers, friendly professional manner.

WORK SCHEDULE: 8:00 am – 4:00 pm, Monday – Friday

Job#: 013 ART GALLERY & DEPARTMENT

ESSENTIAL FUNCTIONS: Preparation of art galleries (2), patching, sanding, painting walls and pedestals, storage room clean up and maintenance, assist with handling of artwork, work as gallery attendant, light office work and errands. Helping with creation of artwork labels, exhibition tiles, and any other Art Gallery office tasks needed like typing up art gallery forms.

MINIMUM REQUIREMENTS: Excellent oral English communication skills to take directions for job assignments as well as for safety issues. Ability to perform minimal physical labor without physical limitations, able to work independently, good work ethic. May need basic Office skills (Word, Excel, and PowerPoint) and interest in art. Must have Internet access/email. Computer or other device to access Microsoft programs.

WORK SCHEDULE: Monday – Thursday; Hourly schedule to be determined

Job#: 017 COMPUTER SCIENCE DEPARTMENT

ESSENTIAL FUNCTIONS: Assisting in-person classroom learning or remote learning via Zoom after class. Assist with grading programming projects by receiving zip files, extracting source codes, compiling, confirming, and reporting results.

MINIMUM REQUIREMENTS: A Windows PC or laptop using Zoom. Must have taken CMPR120, CMPR112, CMPR113, and/or CMPR121. Must have a laptop using MS VisualStudio and/or Eclipse IDE and technical experience to utilize software programs.

WORK SCHEDULE: Monday – Friday (Schedule to be determined)

Job#: 019 ACADEMIC COMPUTER LAB

ESSENTIAL FUNCTIONS: Greet and check students in and out of the computer lab; perform minor maintenance on hardware and software; assist students with Microsoft Office and Internet; filing, answer telephone.

MINIMUM REQUIREMENTS: Must be fluent in English must have completed at least two computer classes (Microsoft Office 2010 or 2013) in high school, ROP, or college; have a pleasant personality, able to get along with staff and students, good telephone etiquette, know how to file.

WORK SCHEDULE: 10:00 am – 7:00 pm, Monday – Friday

Job#: 020 ACADEMIC COMPUTER, Tutor

ESSENTIAL FUNCTIONS: Tutor individual students in academic subjects in the Academic Computing Center. For example: Computer science, engineering, Solidworks, English, math, communication studies, computer information systems, Adobe. Computer Science preferred.

MINIMUM REQUIREMENTS: Good English communication skills; must be proficient with a grade "B" or better in subject area. Must be approved and referred by SAC instructor of course (use Business Division Approval form); able to work well with students, staff and faculty.

WORK SCHEDULE: 10:00 am – 7:00 pm, Monday – Friday

Job#: 022 Public Information Office

ESSENTIAL FUNCTIONS: Typing, light data entry, post fliers on campus, stuff mailings, assist with on-line research projects, respond to routine questions from reference material provided, and assist with monitoring department in-box.

MINIMUM REQUIREMENTS: Excellent written and verbal communication skills, independent judgement and good interpersonal skills. Must be able to work with changing priorities and tasks and have knowledge of social media platforms.

WORK SCHEDULE: 8:00 am – 5:00 pm, Monday - Friday

Job#: 023 Public Information Office

ESSENTIAL FUNCTIONS: Assist with correcting web accessibility violation on www.sac.edu, editing content on web pages, populating school calendar, and assist with marketing efforts for SAC.

MINIMUM REQUIREMENTS: Excellent written and verbal communication skills. Experience with content management system that is SharePoint, ability to type, and have attention to detail including spelling and grammar mistakes. Will need a computer with webcam for Zoom.

WORK SCHEDULE: 9:00 am – 2:00 pm, Monday – Thursday

Job#: 024 District Information Technology Services

ESSENTIAL FUNCTIONS: Assist with work on hardware, software, and peripherals; troubleshooting, configuring technology equipment and aid in various computer and audio-visual projects. Provide remote support using technologies such as email, MS Teams, and Zoom and phone/helpdesk support.

MINIMUM REQUIREMENTS: Technical knowledge of computer hardware, windows operating system, and peripheral installation is preferred. Must be customer-service focused and have good written and verbal communication skills. Must have the ability to meet deadlines and perform helpdesk support duties using soft-phone technologies and remote tools such as Teamviewer, SolarWinds WebHelpdesk, MS Teams, Zoom, and related technologies.

WORK SCHEDULE: 8:00 am – 8:00 pm, Monday – Friday

Job#: 025 KINESIOLOGY, Women's Basketball

ESSENTIAL FUNCTIONS: Operate a video camera and iPad (both will be provided) in order to film practice and games, travel with the team to away games, work with the coach, edit game and practice film into specific segments, offensively and defensively, help set up gym for practice and games, officiate and run clock during practice, some general office duties as assigned including filing and computer work.

MINIMUM REQUIREMENTS: Good English communication skills, very reliable, must be committed and punctual, all other tasks will train.

WORK SCHEDULE: 02:00 pm – 9:00 pm, Monday – Saturday

Job#: 026 Kinesiology, Athletics/Basketball

ESSENTIAL FUNCTIONS: Assist with correcting web accessibility violation on www.sac.edu, editing content on web pages, populating school calendar, and assist with marketing efforts for SAC.

MINIMUM REQUIREMENTS: Excellent written and verbal communication skills. Experience with content management system that is SharePoint, ability to type, and have attention to detail including spelling and grammar mistakes. Will need a computer with webcam for Zoom.

WORK SCHEDULE: 9:00 am – 2:00 pm, Monday – Thursday

Job#: 027 Kinesiology, Athletics

ESSENTIAL FUNCTIONS: Assist with preparation of gym and weight room facilities used by student and athletes on a daily basis by cleaning, mopping, vacuuming. Provide team with water and clean up pre and post practice, classes, and game days. Assist with preparing practice and game gear.

MINIMUM REQUIREMENTS: Good English communication skills and ability to work with diverse faculty, staff and student environment. Must be able to follow directions with ability to multi-task with work done being neat and presentable.

WORK SCHEDULE: 12:30 pm – 6:30 pm, Monday – Friday and some Saturdays as needed

Job#: 030 PSYCHOLOGY DEPARTMENT

ESSENTIAL FUNCTIONS: Typing, filing, help organize Psychology Museum and Library.

MINIMUM REQUIREMENTS: Good English verbal communication skills, basic computer skills.

WORK SCHEDULE: 8:00 am – 12:00 pm, Monday – Thursday

Job#: 031 LEARNING CENTER, Clerical

ESSENTIAL FUNCTIONS: Greeting students at virtual or in-person front desk; monitoring and responding to Learning Center email; If in person, all of the above plus cleaning Center, checking students into Center and providing required learning materials, filing and answering phones.

MINIMUM REQUIREMENTS: Reliable internet connection; adept at working in Zoom putting people in Breakout rooms, working with the Waiting Room feature, entering data in OneDrive; excellent English speaking and listening skills.

WORK SCHEDULE: 10:00 am – 7:00 pm, Monday – Thursday; 12:00 pm – 4:00 pm, Friday - Saturday

Job#: 034 HONORS TRANSFER PROGRAM

ESSENTIAL FUNCTION OF THE JOB: Data entry, filing, answer telephone, photocopying, stuff envelopes, help with program events. Assist with recruitment and promotion of Honors Program, planning induction ceremony, creating certificates, mailing, emailing, maintaining database, going through to update database and GPAs, creating an online only databank and updating files for membership/contracts. Assist with processing applications and contracts for the program. Visit classrooms or meetings to discuss honors program.

MINIMUM REQUIREMENTS: Must have completed an honors level course with a grade of "B" or better. Good English verbal communication skills and excellent telephone etiquette; previous honors program experience to answer advanced level questions regarding the program and to serve in a leadership role with peers. Must have a laptop, working microphone/webcam, Zoom, Canvas, Knowledge in Excel, Word, Mail Merge, intermediate computer skills, mailing documents.

WORK SCHEDULE: 8:00 am – 5:00 pm, Monday - Friday

Job#: 035 Humanities and Social Sciences Division Office

ESSENTIAL FUNCTIONS: Typing, filing, help organize the division office.

MINIMUM REQUIREMENTS: Good English verbal communication skills, basic computer and filing skills.

WORK SCHEDULE: 12:00 pm – 4:00 pm, Monday – Thursday

Job#: 036 MATH CENTER, Tutors

ESSENTIAL FUNCTIONS: Tutor students from Basic Arithmetic to Calculus or Statistics; assist with operation of the Math Center. If remote: tutors will work in the SAC Virtual Math Center tutoring online, hosting the Math Center online, greeting and assisting students in finding and assigning them the appropriate faculty or tutor upon entering the platform. Tutors will be required to work on campus or remotely as needed and assigned (iPads provided for work off campus).

MINIMUM REQUIREMENTS: Fluent English communication skills; completion of Math 140, College Algebra, or Math 219, Statistics, with a "B" or better. Tutor will need to either have, or be willing to come to campus to check out the technology needed to perform their duties. Supervisor will assess these needs upon hiring. Tutor may be required to host Zoom sessions, which includes assigning faculty, tutors, and instructional assistants to breakout rooms with students.

WORK SCHEDULE: 9:00 am – 07:00 pm, Monday – Saturday

Job#: 037 MATH CENTER; Front Counter

ESSENTIAL FUNCTIONS: Greet students, answer telephone, work at front counter, help students with signing-in and out, data entry, and filing. If remote: work in the SAC Virtual Math Center. Additional duties while working remotely may include hosting the SAC Virtual Math Center and helping students find the appropriate faculty, instructional assistant, or tutor upon entering the online platform. Will be required to work on campus or remotely as needed and assigned.

MINIMUM REQUIREMENTS: Good communication skills, fluent in English; good telephone etiquette, basic computer skills, know the alphabet, able to work with faculty, staff, and students. Student Assistants will need to come to campus to check out the technology needed to perform their duties remotely. Supervisor will assess their technology needs upon hiring and arrange for them to check out the necessary equipment to perform their duties remotely.

WORK SCHEDULE: 9:00 am – 07:00 pm, Monday – Saturday

Job#: 041 BIOLOGY LAB

ESSENTIAL FUNCTIONS: Wash lab glassware, clean lab equipment, help with lab set up, put lab equipment and materials away, and general laboratory work, which may include under Coordinator supervision, preparing lab materials for student use.

MINIMUM REQUIREMENTS: Good English communication skills, able to follow simple oral and written instructions in English, prefer (but it is not required) completion of an introductory Chemistry or Biology class with a lab, willing to work, able to work amiably with instructors, other lab assistants and students.

WORK SCHEDULE: 8:00 am – 3:00 pm, Monday – Friday

Job#: 042 BIOLOGY LAB

ESSENTIAL FUNCTIONS: Including but not limited to, cleaning glassware, sanitizing the lab rooms, and maintaining classroom supplies and reagents.

MINIMUM REQUIREMENTS: Adequate communication skills, attention to details, and able to work with minimal supervision at times.

WORK SCHEDULE: 8:00 am – 4:00 pm, Monday – Friday

Job#: 043 CHEMISTRY LAB

ESSENTIAL FUNCTIONS: Set up, refill, and break down experiments; wash glassware and equipment, maintain orderly and clean lab areas, prepare chemical solutions.

MINIMUM REQUIREMENTS: Good English communication skills; able to follow oral and written instructions in English; able to work safely and consciously; and work effectively with instructors and other Stockroom staff. Chemistry lab experience a plus.

WORK SCHEDULE: 9:00 am – 3:00 pm, Monday – Thursday

Job#: 045 SCIENCE LEARNING CENTER, Clerical

ESSENTIAL FUNCTIONS: Greet students, answer telephone, work at front counter, help students with signing-in and out, data entry, and filing.

MINIMUM REQUIREMENTS: Good communication skills, fluent in English; good telephone etiquette, basic computer skills, know the alphabet, able to work with faculty, staff, and students.

WORK SCHEDULE: 9:00 am – 7:00 pm, Monday – Thursday; 9:00am – 1:00pm, Friday

Job#: 051 Human Services and Technology Division Office

ESSENTIAL FUNCTION OF THE JOB: General office duties: answer phone, take messages, typing, data entry, filing, manual labor, help organize the division office.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good English verbal communication skills, basic computer and filing skills. Ability to take notes, have attention to detail, and be agreeable to learn and be trained.

WORK SCHEDULE: 8:00 am – 5:00 pm, Monday and Tuesday; 8:00 am – 6:00 pm Wednesday;
8:00 am – 3:00 pm Thursday; 8:00 am – 2:00 pm Friday

Job#: 065   ADMISSIONS AND RECORDS

ESSENTIAL FUNCTIONS: Typing, filing, data entry, sorting, copying, shredding, and chat student support, answering phones, campus errands.

MINIMUM REQUIREMENTS: Good verbal English communication skills, mid-level computer knowledge, able to follow directions accurately, attention to detail and basic understanding of record keeping principles.

WORK SCHEDULE: 8:00 am – 05:45 pm, Monday – Thursday; 8:00 am – 04:30 pm Friday

Job#: 068   ACADEMIC AFFAIRS CURRICULUM

ESSENTIAL FUNCTIONS: Typing, filing, data entry, faxing, photocopying, shredding, pick up, follow-up emails and distribute mail to faculty and staff.

MINIMUM REQUIREMENTS: Good verbal English communication skills, basic computer knowledge, able to follow directions accurately, having a computer or laptop; students will be provided the access to curriculum management system for typing or data entry.

WORK SCHEDULE: 8:00 am – 05:00 pm, Monday – Friday

Job#: 071   Maintenance & Operations

ESSENTIAL FUNCTIONS: Create and maintain files, assist with key check out and check in, under direction assist with key request processing, put returned keys away, answer trouble calls, greet visitors to the Maintenance & Operations office.

MINIMUM REQUIREMENTS: Good English verbal communication skills, ability to file, use a copier, basic phone and computer skills. The position requires standing and light lifting.

WORK SCHEDULE: 9:00 am – 3:30 pm, 5 hours each day - Tuesday and Thursday

Job#: 080   COUNSELING, Help Desk

ESSENTIAL FUNCTIONS: Assist with matriculation by serving as a role model to other SAC students and helping them navigate the college setting. Help students connect and access campus resources and services via phone, email, or in person. May assist with presentations to students at local Santa Ana high schools, the Centennial Education Center, and SAC Information Booth at the local mall. Remote work will be accomplished by using Cranium Café, Zoom, Canvas, and WebAdvisor to assist in Student tech support needs. Will also occasionally go on campus assisting with Digital Dons distribution and collection.

MINIMUM REQUIREMENTS: Good communication skills with the ability to communicate effectively with staff and students, good computer skills, and knowledge about campus resources and services, familiar with SAC phone system, commit to participate in the program for 2 semesters.

WORK SCHEDULE: 10:00 am – 6:00 pm, Monday – Thursday; 10:30 – 2:30 pm, Friday

Job#: 082   DISTRICT OFFICE: Accounting/Accounts Payable/Payroll

ESSENTIAL FUNCTIONS: Scanning paper files (AP Vouchers, Journal Entries, Budget Changes, Account Request Forms, W-9 Forms, Invoices, Payroll History Items) and electronically saving and organizing electronic files/folders, filing paper copies and creating labels for folders, sorting mail, mailing vendor checks, assisting with record retention project.

MINIMUM REQUIREMENTS: Ability to follow oral and written directions and operate office equipment such as scanner, computer and copy machine. Ability to work independently, self-motivated, and have attention to detail.

WORK SCHEDULE: 8:00 am – 5:00 pm, Monday – Friday (Flexible Hours)

Job#: 085 STUDENT DEVELOPMENT, Thrive Center

ESSENTIAL FUNCTIONS: Assist with maintaining utilization of the Thrive Center, maintain food inventory, quality control, and rotation of food supply; maintain, update, and organize the Thrive Center e-mail account. Provide quality consistent customer service. Assist with marketing and promoting the Thrive Center by giving presentations, tabling, managing social media, and assisting with creating marketing material.

MINIMUM REQUIREMENTS: Familiarity with CalFresh and other food security resources in the community; knowledge of social media platforms and social media scheduling platforms; ability to speak in public; and a passion for helping SAC campus community with basic needs.

WORK SCHEDULE: 8:00 am – 6:00 pm, Monday – Friday (Flexible Hours)

Job#: 201 Library, Shelvers

ESSENTIAL FUNCTION OF THE JOB: Sorting and shelving library materials, pick up books used in the library and scan them in the computer system, keep library and book shelves neat and in order; dusting, miscellaneous duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Good English communication skills; ability to alphabetize and order numerically; ability to work independently, understand and follow directions from other staff members; ability to move heavy books carts, bend, stoop and reach, and stand for long periods; lift heavy books to shelves; able to work in an environment that may be dusty, ability to read small print and labels, detail oriented; grasp the library system.

WORK SCHEDULE: 8:00 am – 6:00 pm, Monday – Thursday; 9:00 am – 1:00 pm, Friday

Job#: 202 Library, Circulation Desk and Shelving (Job#202 includes Job#201 duties)

ESSENTIAL FUNCTION OF THE JOB: Front desk duties to include but are not limited to; customer service, check materials in and out, retrieve textbooks from reserve collections upon request of students, assist students in locating materials for classes, straighten shelves and collect books, cash handling, answer and transfer phone calls; answer general questions about the college/campus for students, staff, faculty and general public, other duties as needed.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Excellent English communication and language skills, basic knowledge of customer service and office functions; able to count money accurately; basic computer skills and good keyboarding skills; ability to understand and follow directions from other staff members and work closely with others; able to stand for long periods of time, lift heavy items, push heavy carts, reach, bend and stoop; friendly and professional manner; basic knowledge of SAC campus layout.

WORK SCHEDULE: 8:00 am – 6:00 pm, Monday – Thursday; 9:00 am – 1:00 pm, Friday

Job#: 206 CEC, Tutorial Program

ESSENTIAL FUNCTIONS: Provide tutoring assistance to individual and small groups of high school and/or adult students in assigned classrooms; complete and submit tutoring paperwork for record keeping purposes; work collaboratively with instructors, counselors, tutors and classified staff.

MINIMUM REQUIREMENTS: Good English communication skills, attend tutor training sessions and orientations, some tutoring experience preferred. Must be proficient in subject area; ability to work independently with patience and have a desire to assist students. May need recommendation from an instructor of course subject; ability to work well with students, staff, and faculty. May need computer with internet access to install Zoom for remote work.

WORK SCHEDULE: 9:00 am – 9:00 pm, Monday – Thursday; 9:00 am – 1:00 pm Friday and Saturday

Job#: 210 DSPS

ESSENTIAL FUNCTION OF THE JOB: Assist staff with front office duties: Greet incoming students, take messages, answer program questions and provide program information; assist students with registering, adds and drops, applying to SAC and to access Canvas; photocopy, scan, shred, and assist with mail.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Requires good English communication skills, basic computer and filing skills. Ability to take notes; have attention to detail; be consistent; agreeable to learn and be trained.

WORK SCHEDULE: 1:00 pm – 5:30 pm, Monday – Thursday

Job#: 211 Johnson Student Center SAC Cafe

ESSENTIAL FUNCTIONS: Assists staff with food prep tasks, cleaning tasks, and cashiering.

MINIMUM REQUIREMENTS: Requires good English communication, interpersonal and customer service skills; ability to work under pressure if environment becomes fast-paced; must have basic math skills to handle cashier transactions; ability to keep work area clean, be organized and safety-minded.

WORK SCHEDULE: 5:00 am – 2:00 pm, Monday – Friday

Job#: 212 SAC Campus Safety and Security

ESSENTIAL FUNCTIONS: Safety patrols of parking lots, observe and report problems using two-way radio communications; assist safety officers with miscellaneous tasks, provide information and directions to the public, staff and faculty; assist with parking and traffic control, when requested escort students and staff to their car at night; maintain a clean office environment, occasionally perform light office duties including answering the telephone.

MINIMUM REQUIREMENTS: Good English communication skills, must be able to speak and comprehend English, must be able to follow directions, able to work in all weather conditions outside, ability to maintain a calm demeanor during emergency situations, must be able to stand for long periods, able to work well with staff, faculty, and students, good telephone etiquette.

WORK SCHEDULE: 8:00 am – 8:00 pm, Monday – Friday

Job#: 214 SCE, Rising Scholars

ESSENTIAL FUNCTIONS: The Project Rise Peer mentor will serve as a mentor and resource for students and prospective students associated with Rising Scholars at Santa Ana College. Rising Scholars is a student support program for students formerly incarcerated/justice impacted. The peer mentor will enter data, make phone calls to potential students, take notes during meetings, provide event support, research best practices to serve students and prospective students. Peer mentor will make presentations to community partners.

MINIMUM REQUIREMENTS: Knowledge of and experience with the Criminal Justice system. Knowledge of resources needed for formerly incarcerated students. Ability to speak and make presentations in small/large groups in persona and via Zoom. Ability to maintain professionalism. Ability to use Zoom, Word, minimal computer skills for data entry. Laptop needed for remote work.

WORK SCHEDULE: Monday – Friday and some Saturdays

May not be currently available:

Job#: 011 ART/PHOTOGRAPHY

ESSENTIAL FUNCTIONS: Responsibilities include assistance with photography equipment returns, coordination of photography program website image usage, photography related research and editing lecture video captions.

MINIMUM REQUIREMENTS: Excellent oral English communication skills, computer or Laptop with internet connection; a working email address, using Zoom, access to Adobe Creative Cloud Software and Microsoft Office Suite.

WORK SCHEDULE: 9:00 am – 7:00 pm, Monday – Thursday

Job#: 014 FINE ARTS

ESSENTIAL FUNCTIONS: Assist with maintaining inventory and minor calculations in the ceramic glaze lab. Manual labor consisting of mixing clay, glazes and ceramic slip. Maintain shop clean standards and monitor studio order.

MINIMUM REQUIREMENTS: Must have received a B grade or better in an Intro to Ceramics course or 3-D Design. Must be able to lift 35 pounds minimum and perform basic math functions.

WORK SCHEDULE: 9:00 am – 6:00 pm, Monday – Thursday

~~Job#: 018 BUSINESS DIVISION~~ (no longer available)

ESSENTIAL FUNCTIONS: Assist with office duties: filing, photocopying, campus errands, creating spreadsheets and design flyers, answer student questions about campus and program information.

MINIMUM REQUIREMENTS: Good English writing skills and penmanship, Familiar with MS Office and Adobe. Needs a laptop, use Zoom, Canvas and answer emails remotely from home.

WORK SCHEDULE: 8:00 am – 2:00 pm , Monday, Wednesday, Thursday, Friday

Job#: 021 COMPUTER SCIENCE

ESSENTIAL FUNCTIONS: Assist with Setting up virtual machines/networking; assist updates with virtual server and virtual lab exercises; help students with questions with technology issues, FAQs via online discussion forums and chat.

MINIMUM REQUIREMENTS: Excellent verbal and written English communication skills to take directions for job assignments and safety issues; basic IT and networking skills; have a computer with adequate Internet access for MS Teams, Zoom, Discord,etc; Computer Information Systems major.

WORK SCHEDULE: 08:00 am – 10:00 pm, Monday – Friday

Job#: 022 COMPUTER SCIENCE

ESSENTIAL FUNCTIONS: Assist with Setting up virtual machines/networking; assist updates with virtual server and virtual lab exercises; help students with questions with technology issues, FAQs via online discussion forums and chat.

MINIMUM REQUIREMENTS: Excellent verbal and written English communication skills to take directions for job assignments and safety issues; basic IT and networking skills; have a computer with adequate Internet access for MS Teams, Zoom, Discord,etc; Computer Information Systems major.

WORK SCHEDULE: 08:00 am – 10:00 pm, Monday – Friday

Job#: 025 KINESIOLOGY, Women's Basketball

ESSENTIAL FUNCTIONS: Operate a video camera and iPad (both will be provided) in order to film practice and games, travel with the team to away games, work with the coach, edit game and practice film into specific segments, offensively and defensively, help set up gym for practice and games, officiate and run clock during practice, some general office duties as assigned including filing and computer work.

MINIMUM REQUIREMENTS: Good English communication skills, very reliable, must be committed and punctual, all other tasks will train.

WORK SCHEDULE: 02:00 pm – 9:00 pm, Monday – Saturday

Job#: 032 LEARNING CENTER, Tutor

ESSENTIAL FUNCTIONS: Tutor individual students, academic subjects in the Learning Center (Ex., nursing and pharmacy tech calculations, paralegal, physics, political science, reading, Spanish, study skills, Vietnamese, writing).

MINIMUM REQUIREMENTS: Employment dependent on approval by an instructor after the Learning Center interview; Reliable internet connection; Proficient using Zoom including share screen; excellent English speaking and listening skills.

WORK SCHEDULE: 10:00 am – 7:00 pm, Monday – Saturday

Job#: 038 COMMUNICATION & MEDIA STUDIES

ESSENTIAL FUNCTIONS: Utilizing content management systems to upgrade the websites for the CMSD department and the el Don (eldonnews.org). This includes upgrading the existing content, uploading new material, and upkeeping the websites throughout the semester.

MINIMUM REQUIREMENTS: Excellent oral and written English communication skills, computer or Laptop with internet connection; a working email address, using Zoom, access to Adobe Creative Cloud Software and Microsoft Office Suite. Familiar with content management systems such as Word Press and Share Point. Prefer students with digital media coursework successfully completed such as Art 195.

WORK SCHEDULE: 9:00 am – 3:00 pm, Monday – Friday

Job#: 067 ACADEMIC AFFAIRS OUTCOMES ASSESSMENT

ESSENTIAL FUNCTIONS: Data entry, word processing, compile, review and cross-check data, record keeping/logging, sort and file material, operate office machines: printer, phone, copier, desktop, laptop.

MINIMUM REQUIREMENTS: Good verbal English communication skills, basic computer knowledge, able to follow directions accurately, having a computer or laptop, using Zoom, Nuventive, and Canvas as needed

WORK SCHEDULE: 8:00 am – 3:00 pm, Monday – Friday

Job#: 083 DISTRICT OFFICE: People & Culture/Human Resources

ESSENTIAL FUNCTION OF THE JOB: Scanning paper files (i.e. personnel/medical/benefits files, workers comp records) and electronically saving and organizing electronic files/folders, filing paper copies, sorting incoming mail, mailing out correspondence, and making copies for legal purposes.

MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK: Ability to follow oral and written directions and operate office equipment such as scanner, computer and copy machine; ability to perform with minimal supervision and use independent judgement; work with speed and accuracy while working with sensitive confidential information.

WORK SCHEDULE: 8:00 am – 5:00 pm, Tuesday – Thursday (Flexible Hours) around student classes

Job#: 207 SAC ECEC, Classroom Aide

ESSENTIAL FUNCTIONS: Under supervision, work with the Master Teacher/Teacher in preparing the learning environment for a group of 3-5 year old children and/or infant/toddlers and meeting the routine and learning needs of individual children; visually supervise children in the classroom and outdoors. May assist with food service preparation and clean up.

MINIMUM REQUIREMENTS: Maintain enrollment in 6 units of college credit classes, a current TB test and fingerprinting clearance is required. Official proof of Pertussis and Measles Vaccine or Immunity (regardless of administration date).

WORK SCHEDULE: 8:00 am – 6:00 pm, Monday – Friday (Flexible Hours)