

Santa Ana College
2024-2025 Work Study Jobs
Student Job Placement Office JSC-203
Monday - Thursday 9am-3pm
(714) 564-6201 jobplacement@sac.edu

To be considered for interview, students must

- Be eligible for Santa Ana College Federal Work Study (FWS)
- Be enrolled in at least 6 approved units and maintain satisfactory academic progress to work
- Earn Federal Work Study award by working (FWS fall and spring semesters only)
- Make an appointment to proceed with the job process and Orientation
- Individual weekly schedules are developed within hours listed based on the amount of Federal Work Study Award, availability and the department's need- usually about 10-15 hours (maximum) per week
- ***A particular job from the list may be filled and not available at the time you inquire***

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 per week
- ***A particular job from the list may be filled and not available at the time you inquire***

Job#: 001 CAREER CENTER 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 posts, use of multiple online software.

MINIMUM REQUIREMENTS: Proficiency in English language, basic computer skills, interpersonal skills; eager to work in an office setting and to learn new computer software; help students via phone, computer and in-person with services and resources.

WORK SCHEDULE: 8:00 am – 5:00 pm, Monday – Tuesday- Thursday, 8:00 am – 7:00 pm Wednesday,
8:00am-12:00 pm, Friday

Job#: 005 MESA, Clerical

ESSENTIAL FUNCTIONS: Provide clerical and program support for MESA Program and Student Services such as but limited to: The creation and design of MESA Program fliers and presentations, input data and process applications, support maintenance of counseling notes and files. Assist with MESA outreach by calling and/or texting MESA students to schedule appointments and sending reminders for appointments or upcoming events/workshops or campaigns.

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: Tutor and help students with Science, Technology, Engineering, Math, Physics, and Computer Science (STEM) classes. Support the MESA program, make phone calls to encourage student participation in tutoring, and assist with clerical work as needed.

MINIMUM REQUIREMENTS: Strong academic background in STEM classes, ability to tutor a variety of STEM courses. Strong English communication skills, good telephone etiquette, basic computer skills. Must have passed a college level general Math 180, physics 217, computer science 120, 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 – 6:00 pm, Monday – Thursday, 9:00am-1:00pm Fridays

Job#: 013 ART GALLERY & DEPARTMENT

ESSENTIAL FUNCTIONS: Preparation of art galleries (3), 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. WORK SCHEDULE: Monday – Thursday; Hourly schedule to be determined

WORK SCHEDULE: Monday-Thursday- Hourly schedule to be determined

Job#: 015 LEAGAL STUDIES

ESSENTIAL FUNCTIONS: Assisting with Legal Studies department clerical duties including data entry, filing, answering telephone, photocopying, stuff envelopes and light manual labor (organizing binders, shredding, etc.). Assist with program events and promoting the department's programs.

MINIMUM REQUIREMENTS: Ability to communicate in English and Spanish. Must understand paralegal roles in a law office/clinic environment and have completed an ethics in law course. Able to use computer and phone and sit for long periods of time. Available to students in paralegal, web-page management, public relations, and computer science programs of study.

WORK SCHEDULE: Tuesday – Saturday; Some Saturday work will be required. (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 with instructor via email. Occasionally assist in workshops.

MINIMUM REQUIREMENTS: A Windows PC or laptop using Zoom. Must have taken CMPR120, CMPR121, CMPR112, CMPR113, and/or CMPR131. Must have a laptop using MS Visual Studio 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 students, answer telephone, work at front counter, help students with signing in and out, data entry, and filing. Maintain cleanliness in the computer lab, dusting, and disinfecting; miscellaneous duties as assigned. May assist with promoting and informing students about academic resources and centers on campus by giving short classroom presentations, handing out flyers and tabling events.

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

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.

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#: 026 KINESIOLOGY, Athletics/Men’ s Basketball

ESSENTIAL FUNCTIONS: Coordinate all video filming and breakdown of film. This includes practice, games, and putting the video on to Synergy – video software. This will allow the men’s basketball team an additional resource through video preparation to assist with achieving the goals of the team and of individual student athletes. Upload and breakdown film to Synergy on laptop.

MINIMUM REQUIREMENTS: Good English communication skills with ability to foster a diverse faculty, staff, and student environment; computer skills; ability to edit software and operate video camera equipment. Must be coachable, able to multi-task, and understand video software Synergy.

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

Job#: 027 KINESIOLOGY, Athletics/Men’ s Basketball

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: 11:30 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#: 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: 8:00 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; 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 MICRO 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: Laboratory duties: 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 – Friday

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, scanning, making copies, manual labor, checking and sending mail, running errands and help organize the division office.

MINIMUM REQUIREMENTS: Good English verbal communication skills, basic computer and filing skills. Needs to have basic welding and metal processing knowledge. Ability to take notes, have attention to detail, and be agreeable to learn and be trained. Quick learner, and ability to lift 25 pounds.

WORK SCHEDULE: 8:00 am – 6:00 pm, Monday and Thursday;

Job#: 055 FIRE TECHNOLOGY

ESSENTIAL FUNCTION OF THE JOB: General office duties: answer phone, take messages, typing, data entry, filing, scanning, making copies, light manual labor, checking and sending mail, running errands and help organize the office.

MINIMUM REQUIREMENTS: Good English verbal communication skills, basic computer skills. Agreeable to learn and be trained; ability to lift 25 pounds.

WORK SCHEDULE: 8:00 am – 4:00 pm, Monday and Thursday, days and times are flexible

Job#: 062 INTERNATIONAL STUDENT OFFICE ASSISTANT

ESSENTIAL FUNCTION OF THE JOB: Provides coverage and maintain cleanliness of the reception and welcome area of the ISP office. General office duties: Front desk duties, greeting and relaying information for walk-in students, appointments, and phone inquiries; organizing files and correspondence; coordinating appointments and meetings for advising staff; maintain supplies, monitor equipment; provide basic data entry and record keeping. Assist with events and orientation as needed; provide referrals and general information for students, and support social media communications as requested.

MINIMUM REQUIREMENTS: Good communication skills and basic computer skills. Agreeable to learn and be trained with interest in international students and intercultural communication preferred.

WORK SCHEDULE: 9:00 am – 4:00 pm, Monday and Thursday, 9:00 am – 1:00 pm Friday

Job#: 065 ADMISSIONS AND RECORDS

ESSENTIAL FUNCTIONS: Typing, filing, data entry, sorting, copying, shredding, and chat student support, answering phones, campus errands and other general office tasks as applicable.

MINIMUM REQUIREMENTS: Good verbal English communication skills, mid-level computer skills, 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

ESSENTIAL FUNCTIONS: Data entry and reviewing for corrections and updates, proofreading catalog, using specialized computer software and programs. May also be assigned other office tasks as needed.

MINIMUM REQUIREMENTS: Good verbal English communication skills, basic computer knowledge, able to follow directions accurately, having a computer or laptop to use Zoom and TEAMS; students will be provided the access to curriculum management system for typing or data entry. Must have intermediate to advanced knowledge working in an office and prior experience in an office environment.

WORK SCHEDULE: 8:00 am – 05:00 pm, Monday – Thursday, 8:00am-11:00am Friday

Job#: 071 MAINTENANCE AND 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, help with special projects related to filing and keys.

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: 8:15 am-4:15 pm, Monday-Friday

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. May use Cranium Café, Zoom, Canvas, to assist in Student tech support needs. Will also assist 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.

WORK SCHEDULE: 9:00 am – 6:00 pm, Monday – Thursday; 10:00 – 2:00 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 internal audit with record retention project (checking document type and dates).

MINIMUM REQUIREMENTS: Ability to follow oral and written directions and operate office equipment such as scanner, computer and copy machine. Team player with 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 Pantry operational tasks and administrative duties. Provide quality consistent customer service. Staff the front desk and provide information and resources as needed. Assist with promoting Thrive Center services by giving presentations and tabling events

MINIMUM REQUIREMENTS: Ability and desire to understand issues of basic needs challenges such as food and housing insecurities. Ability to fulfill and adhere to the Thrive Center mission.

WORK SCHEDULE: 8:00 am – 6:00 pm, Monday – Thursday, 8:00am-2:00 pm, Friday

Job#: 089 STUDENT AFFAIRS UNDOCU-SCHOLARS

ESSENTIAL FUNCTION OF THE JOB: General office: Typing, data entry, filing, answering and placing calls, making appointments, managing social media account. Assist with outreach, recruitment, presentations and workshops; manage sensitive files and information.

MINIMUM REQUIREMENTS: Good communication skills with the ability to communicate effectively with program manager, legal advisors, counselors, psychologists, other staff and students; good computer skills; basic understanding of Microsoft Office programs and office equipment; basic knowledge of contemporary legal immigration terminology that impacts undocumented students, basic cultural sensitivity awareness of the diverse immigrant communities that attend Santa Ana College; capacity to conduct student referrals and outreach to on campus resources and services.

WORK SCHEDULE: 8:00 am – 5:30 pm, Monday – Thursday, 8:00 am – 12:00 pm, Friday

Job#: 201 LIBRARY, CIRCULATION DESK AND SHELVING

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, miscellaneous duties as needed. 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 needed.

MINIMUM REQUIREMENTS: 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; able to work in an environment that may be dusty, ability to read small print and labels, detail oriented; grasp how the library system works.

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#: 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)

Job#: 208 CEC, School of Continuing Education

ESSENTIAL FUNCTIONS: Answer student questions (help students log in to their WebAdvisor, Self-Service, or Canvas accounts). Help students with technology loaner device check in and check out, answer and place calls. Enter student data, type information (including but not limited to emails and varied correspondence to students and other staff. Assist in restocking snack pantry. Flyer distribution, class presentations, and comfortable speaking to high volume audiences, Assist Basic Needs Coordinator with initiatives and Cal-Fresh applications.

MINIMUM REQUIREMENTS: Intermediate knowledge of Microsoft Suite, previous customer service experience, approachable. Preferred bilingual Vietnamese or Spanish.

WORK SCHEDULE: 8:00 am – 7:00 pm, Monday – Thursday summer

8:00 am – 12:00 pm Friday- Saturday Fall

Job#: 209 AUXILIARY SERVICES/ FOOD AND NUTRITION

ESSENTIAL FUNCTION OF THE JOB: Cooking Lab manual labor. Receiving, storing, preparing, and serving food. Coffee barista duties, and cashier duties. Kitchen and dining area clean up. Creates recipes tailored to the College's needs. Cost recipes and set menu pricing.

MINIMUM REQUIREMENTS: Food Handler or Serv Safe Manager Certificate. Have taken a minimum of 3 Culinary Courses.

WORK SCHEDULE: Monday – Friday 7:00/7:30 am -1:00/1:30 pm

Job#: 212 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

Job#: 214 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 (Flexible hours)

Job#: 233 Outreach Padres Promotores/ Parent Promoter Program

ESSENTIAL FUNCTIONS: Promoters disseminate information about SAC and CEC services to parents/families of SAUSD K-12 students on the importance of higher education by offering SAC resources, class schedules & remote learning updates. They will also attend mandatory bi weekly meetings with supervisor to coordinate presentations or any other activities that fulfill duties as assigned.

MINIMUM REQUIREMENTS: Must be a SAC or CEC student and parent. Must have good communication skills; telephone etiquette; and the ability to interact, explain, and present information effectively. Must have reliable transportation to campus and off campus locations if necessary.

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 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 SERVICE

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, Athletics/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#: 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#: 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#: 033 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, Tutor

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#: 038 COMMUNICATION & MEDIA STUDIES

ESSENTIAL FUNCTIONS: Utilizing content management systems to upgrade the el Don website (eldonnews.org). For example, upgrading the existing content, uploading new material, and upkeeping the website throughout the semester. Includes clerical duties-- data entry, work with digital media equipment and technologies.

MINIMUM REQUIREMENTS: Excellent oral and written English communication skills, computer or laptop with internet access; a working email. Familiar with Zoom, Adobe CC, Microsoft Office Suite, WordPress and SharePoint.

WORK SCHEDULE: 9:00 am – 4:00 pm, Tuesday – Thursday (Flexible Hours)

Job#: 047 PHYSICS, Tutor

ESSENTIAL FUNCTIONS: Facilitate and lead group study sessions by demonstrating concepts or methods to assist students learning Physics; tutor students in physics.

MINIMUM REQUIREMENTS: Must have completed PHYS 210, 211, 217, 227, or 237 with a grade "B" or higher.

WORK SCHEDULE: Monday-Friday As assigned

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 (no long available)

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 pacer copies, sorting incoming mail, mailing out correspondence, and making copies for processing purposes.

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

Job#: 084 STUDENT DEVELOPMENT, Thrive Center

ESSENTIAL FUNCTION OF THE JOB: Lead Thrive Center projects; monitor food pantry and support staff to ensure operational needs are met. Nurture a welcoming environment for all visitors. Provide quality consistent customer service. Staff the front desk and provide information and resources as needed. Assist with promoting Thrive Center services by giving presentations and tabling events. Provide team feedback for overall growth and development of teamwork.

MINIMUM REQUIREMENTS: At least nine months in level I position in any on-campus job; familiarity of basic needs challenges such as food and housing insecurities and with resources to connect students with. Passion to fulfill and adhere to the Thrive Center mission.

WORK SCHEDULE: 8:00 am – 6:00 pm, Monday – Thursday, 8:00-2:00 pm, Friday

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#: 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: 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#: 213 Inmate Education Program

ESSENTIAL FUNCTIONS: : Serve as a resource for staff associated with Santa Ana College off site location at Santa Ana jail. The student will enter data, make phone calls to jail staff, take notes during meetings, provide event support, create flyers for events and classes, make copies, scan documents, and file paperwork. A background check may be required but only if assigned to work on the inside of the jail.

MINIMUM REQUIREMENTS: Knowledge of and experience with the Criminal Justice system. Ability to maintain professionalism. Ability to use Zoom, Word, minimal computer skills for data entry.

WORK SCHEDULE: Monday – Friday and some Saturdays