

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

**Federal Work Study (FWS) Hiring Process**

To be considered for an interview, students must:

- Be enrolled in at least **6 approved units** and maintain **satisfactory academic progress** to work.
- Be **eligible for Santa Ana College Federal Work Study (FWS)**:
  - Confirm in Self-Service that you have a Financial Aid Offer (*Financial Information* → *Financial Aid* → *Award Letter*).
  - Contact the Financial Aid Office to confirm FWS eligibility and be placed on the **FWS Interest List**.
- Be contacted by the **Student Job Placement Office** when jobs become available.
- Schedule an **appointment** to proceed with the job process and orientation.
- Earn your Federal Work Study award by working (usually during fall and spring semesters).

**Additional Notes:**

- Work schedules show the hours a job may be worked. Actual weekly schedules are set within those hours based on your FWS award amount, availability, and department needs—typically **10–14 hours per week**.
- A job listed may be filled and unavailable at the time you inquire.

\*\*\*\*\***JOB LIST**\*\*\*\*\*

**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, create social media posts, use multiple 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:** Requires strong 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, check in regularly with supervising staff to ensure smooth processes.

**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#: 011 ART/PHOTOGRAPHY**

**ESSENTIAL FUNCTIONS:** The students in this position would serve the SAC Photography program by assisting with special projects involving exhibitions, archiving and sharing of student work to serve marketing efforts of program and instruction. Occasional support of students working on computers in lab and clerical projects.

**MINIMUM REQUIREMENTS:** Adobe CC software including Bridge, Photoshop + Lightroom classic, Google Drive/Docs/Sheets, Microsoft Office tools Word + Excel.

WORK SCHEDULE: 9:00 am – 7:00 pm, Monday – Thursday (occasional Fridays)

### **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

### **Job#: 016 BUSSINESS APPLICATIONS & TECHNOLOGY-DRONES**

**ESSENTIAL FUNCTIONS:** Prepare drones and related equipment for class use; Charge, inspect, and maintain drones before and after classes; Assist instructor and students during hands-on flight instruction; Help ensure safe and legal drone operation during training; Answer student questions and provide peer support; Demonstrate drone functions and safety procedures; Track and organize drone equipment inventory

**MINIMUM REQUIREMENTS:** Successful completion of BA 158 Introduction to Drones. Valid and current FAA Part 107 Remote Pilot Certificate.

WORK SCHEDULE: Monday – Friday (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#: 018 BUSSINESS APPLICATIONS & TECHNOLOGY**

**ESSENTIAL FUNCTIONS:** Assist students with logging into their online certification exams; Monitor students during exams to ensure exam integrity; Provide support for student questions or technical issues before, during, and after the exam; Help troubleshoot basic login or navigation problems; Ensure compliance with testing protocols and procedures; Maintain a quiet and focused exam environment

**MINIMUM REQUIREMENTS:** Successful completion of a Business Applications Microsoft or Adobe course. Passing score on the related MOS or ACP certification exam.

**WORK SCHEDULE:** Monday – Saturday (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#: 024 KINESIOLOGY, Health and Athletics**

**ESSENTIAL FUNCTIONS:** Assist with the preparation and conclusion of athletic events, setting up and taking down required equipment such as chairs, sporting equipment and tables. Assist with the gym, weight room and equipment room facilities used by student and athletes on a daily basis by cleaning and organizing. Assist with preparing practice and game gear. Assist the Kinesiology office with support in organizing and planning efforts.

**MINIMUM REQUIREMENTS:** Ability to communicate and complete tasks in a timely fashion. Work with others to complete tasks. Ability to move and place equipment and work outdoors as well as indoors.

**WORK SCHEDULE:** Time varies from Monday- Friday, Saturdays as needed

## **Job#: 025 KINESIOLOGY, Athletics/Women’ s Basketball**

**ESSENTIAL FUNCTIONS:** : Help operate synergy account to upload game film (specific to basketball). 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 team workouts, practice and games, officiate and run clock during practice. 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/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#: 029 KINESIOLOGY, Athletics: Womens Soccer**

**ESSENTIAL FUNCTIONS:** May film trainings and games (editing a plus); manual labor assisting with training and game set up; uniform and equipment maintenance making sure equipment is laid out, picked up, and accounted for; fill up and break down water-boy; organize and clean the field shed. May assist with general office duties such as answering phones and emails; distributing program information; filing, copying, and shredding; running campus errands and around surrounding community for program supplies. May also assist with inputting attendance, assignment and test scores.

**MINIMUM REQUIREMENTS:** General computer knowledge, organized, good oral and written English communication skills. Availability at times needed; workload may consist of both training and game duties and office duties or may concentrate on one function (training and games or office duties) depending on availability. Familiarity with Soccer and providing own transportation (current car insurance) are pluses.

**WORK SCHEDULE:** Office work 10:00 am – 1:00 pm, Monday-Wednesday – Friday Training and game work on field 1:00 pm – 5:00 pm, Tuesday – Friday

### **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 as needed; cleaning Center, checking students into Center and providing required learning materials, filing and completed intake form and helping students register.

**MINIMUM REQUIREMENTS:** Excellent English speaking and comprehension skills; able to work in Zoom putting people in Breakout rooms, working with the Waiting Room feature, entering data in OneDrive and good customer service skills.

**WORK SCHEDULE:** 10:00 am – 7:00 pm, Monday – Thursday; 12:00 pm – 2:00 pm, Friday – Saturday

### **Job#: 032 LEARNING CENTER, Tutor**

**ESSENTIAL FUNCTIONS:** Tutor individual students, academic subjects in the Learning Center or via Zoom and Canvas (Ex., English, nursing and pharmacy tech calculations, math, physics, political science, reading, biology, study skills, writing.)

**MINIMUM REQUIREMENTS:** Good English communication skills, must be proficient in the subject areas, must be approved and referred by instructor teaching the course, able to work well with students, staff and faculty. Student must be signed off by at least one faculty member who teaches the subject that the student will tutor. This recommendation will indicate student has knowledge and skills to tutor the subject. Student tutor will need access to a computer, a quiet place to tutor, and be familiar with Zoom and Canvas. Need Tutors for Psychology, Economics, Child Development and Math.

**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:** Good English verbal communication skills and excellent telephone etiquette. Prefer completion of an honors level course with a grade of "B" or better. Must have a laptop, working microphone and 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#: 037 MATH CENTER; Front Counter**

**ESSENTIAL FUNCTIONS:** Greet students in-person and online, answer phones, assist with Math Center registration, sign students in/out. May provide brief orientations to first-time users on policies, procedures, and services. Perform data entry and filing, and inform staff, faculty, or student assistants of the next student for tutoring.

**MINIMUM REQUIREMENTS TO PERFORM ABOVE WORK:** Good communication skills, fluent in English, good telephone etiquette, basic computer skills, know the alphabet, able to work with faculty, staff, and students. In the event of TANF or a similar situation where remote work becomes necessary, Student Assistants will need to either have or be willing to come to campus to check out the technology needed to perform their duties remotely. Supervisor will assess their technology needs in the event of TANF or a similar situation, and arrange for them to check out the necessary equipment to perform their duties remotely.

**WORK SCHEDULE:** Monday–Thursday 9:00 am – 8:00 pm, Friday 10:00 am-1:00 pm,  
Saturday 12:00 pm-4:00 pm, Mandatory training sessions as scheduled

### **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.

**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:** Monday-Thursday 8:00 am – 5:00 pm, Fridays 8:00 am-12:00 pm

## **Job#: 053 HUMAN SERVICES AND TECHNOLOGY APPRENTISHIPS**

**ESSENTIAL FUNCTION OF THE JOB:** Administrative Support, Customer Service, Data Entry & Record Keeping, File Management & Organization, Event Support, Office Equipment Operation, Team Collaboration, and Confidentiality & Professionalism.

**MINIMUM REQUIREMENTS:** Previous office or administrative experience preferred, but not required. Training will be provided. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or similar software. Familiarity with basic office equipment (copiers, fax machines, etc.) and communication tools.

**WORK SCHEDULE:** Monday-Thursday morning or afternoon, or combination due to class schedule

## **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#: 056 FINACIAL AID**

**ESSENTIAL FUNCTION OF THE JOB:** Typing, filing, data entry, sorting, copying, shredding, provide front desk customer service, answering phones and emails, assist students complete financial aid application(s), tabling at campus events, assist with presentations, campus errands and other general office tasks as applicable.

**MINIMUM REQUIREMENTS:** Good verbal/written communication skills and computer skills, familiarity with Microsoft Office applications, follow directions accurately, attention to detail, and basic understanding of record keeping principles and student confidentiality/privacy rights.

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

## **Job#: 061 U2 SCHOLARS: Student Support Services & Student Affairs**

**ESSENTIAL FUNCTION OF THE JOB:** Typing, data entry, filing, answering & placing calls, communicating with program coordinator/academic counselor, managing social media and marketing/communications, assisting with recruitment, presentations & workshops, managing sensitive files and information.

**MINIMUM REQUIREMENTS:** Requires an effective oral communicator, basic English language, basic understanding of Microsoft Office Program, basic understanding of office equipment.

**WORK SCHEDULE:** Monday- Thursday 8:00am-5:00pm.

## **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#: 063 STUDENT AFFAIRS-OUTREACH**

**ESSENTIAL FUNCTION OF THE JOB:** As ambassadors, students welcome and introduce SAC to new and prospective students by supporting office staff at schools, community events, and at SAC. General office duties include typing, data entry, phones, filing and assisting with special projects to support college matriculation, success, and completion. Ambassadors also staff the Students Resource Desk and lead campus tours.

**MINIMUM REQUIREMENTS:** Good English communication skills, interpersonal skills, punctual, hardworking, organized, and detailed oriented. Students must be able to transport themselves to offsite locations. Some knowledge of SAC programs, completion of 12 SAC units at time of hire, minimum 2.5 GPA, submit resume and application, attend weekly trainings on Fridays and meetings.

**WORK SCHEDULE:** 8:00 am – 5:00 pm, Monday – Friday and some weekends day – some shifts may occur after 8:00pm during the week and some weekend shifts may occur as well

## **Job#: 064 STUDENT AFFAIRS-STUDENT SUCCESS**

**ESSENTIAL FUNCTION OF THE JOB** Facilitate connections between students and academic support resources including tutoring centers, student services, and affinity groups to promote academic success, social integration, and a sense of belonging. Implement proactive in-reach strategies such as phone outreach, targeted emails, and social media engagement to support early academic intervention. Serve as a mentor by offering guidance on time management, technology, and college life. Encourage students to participate in study groups, class discussions, and extracurricular activities. Assist in connecting students to counselors and advisors when more specialized support is needed. Provide basic clerical support to the department including data entry, record keeping, and documentation of student outreach efforts. Collaborate regularly with fellow coaches to exchange insights, share best practices, and continuously enhance coaching strategies. Participate in mandatory weekly training.

**MINIMUM REQUIREMENTS:** Experience with or a willingness to learn about study skills, time management strategies, and campus resources. Candidates must demonstrate strong verbal and written communication skills, professional phone etiquette, and an interest in engaging with students. Basic technology skills, such as using email, spreadsheets, and online student platforms, are expected. A commitment to helping peers succeed in their academic journey is essential, as students in this role will regularly contact and support other students.

**WORK SCHEDULE:** Monday - Thursday: 9 am - 6:00 pm, Friday: 9 am - 5 pm, Saturday: 10am - 5pm (occasionally)  
Monday - Thursday: 7:50am - 9:45pm, Friday: 8am - 5pm, Saturday: 10am - 5pm

## **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#: 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. Greet visitors and direct visitors.

**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. Will assist students from Santa Ana College, Centennial Education Center, and SAC Information Booths. May answer student questions via Ocelot Chat and check out/take in Digital Dons laptops.

**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 for 2 semesters. Need to use Office 365, which includes Word, Excel, PowerPoint and Asset Cloud.

**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. Lift, pull, and push heavy boxes of food. Staff the front desk to provide information about Thrive Center services and facilitate tabling outreach at events to promote these services. Nurture a welcoming environment for all visitors.

**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. Lift at least 25 lbs.

**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 & placing calls, communicating with program coordinator, legal advisors, counselors, managing social media and marketing, assistance with recruitment, presentations & workshops, manage sensitive files & information.

**MINIMUM REQUIREMENTS:** Effective oral communicator, basic English language, basic understanding of Microsoft Office Program, basic understanding of office equipment.

**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#: 211 AUXILIARY SERVICES/ FOOD AND NUTRITION**

**ESSENTIAL FUNCTION OF THE JOB:** Assists staff with food prep tasks, cleaning tasks, and cashiering. 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#: 215 COMMUNITY EDUCATION PROGRAM**

**ESSENTIAL FUNCTIONS:** Assist in creating posts for platforms such as Instagram, Facebook, Twitter, and LinkedIn. Design appealing graphics and videos using tools like Canva and other multimedia content. Write short, clear captions for social media posts and help respond to comments and messages. Work with staff to plan fun and engaging content. Track basic post performance (likes, shares, views, etc.). Research and stay informed on current social media trends, tools, and best practices.

**MINIMUM REQUIREMENTS:** Interest in social media, design, or marketing. Basic proficiency in graphic design tools (e.g., Canva, Adobe Creative Suite). Video editing skills to produce short videos for social media. Ability to generate innovative ideas and create visually appealing content. Excellent communication skills to interact with the team and respond to social media engagement. Reliable and detail-oriented. Ability to use social media well, communicate clearly, manage time effectively, pay attention to detail, and analyze performance to improve content.

**WORK SCHEDULE:** (During business hours) Based on department need and student availability

## **May not be currently available:**

## **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#: 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#: 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](http://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#: 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#: 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#: 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#: 048 Nursing**

**ESSENTIAL FUNCTION OF THE JOB:** Filing, storing, arranging nursing supplies. Maintaining organized nursing skills lab and study rooms. Monitoring nursing students sign in/out and nursing student badge verification.

**MINIMUM REQUIREMENTS:** Basic filing, data entry, storage lab supplies, organizing, managing student flow during busy nursing lab skills hours. Assisting in student check out of lab supplies. Check out of bed spaces for student use in lab. Assure students are putting away and cleaning up of lab area. Books, resource check out for students.

WORK SCHEDULE: 1:00 pm-5:00 pm Wednesdays and 1:00 pm-6:00 pm Thursdays

### **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#: 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#: 081 TRIO, Student Support Services Program**

**ESSENTIAL FUNCTION OF THE JOB:** General office duties. Primarily answering phones, booking appointments, reminding students about follow-up appts, data entry and assisting with program events such as set-up and clean-up.

**MINIMUM REQUIREMENTS:** Basic understanding of computer and phone etiquette.

**WORK SCHEDULE:** Flexible Monday-Thursday 8:00 am-5:00 pm and Friday 8:00 am – 12:00 pm

### **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#: 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# 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 Saturday

### **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