

ATTENTION:

The job opportunities listed here are intended for students who have been awarded Federal Work Study as part of their financial aid package. If you are not sure whether you are a FWS recipient or would like more information about the program, please visit our website at www.palomar.edu/fa/FWS%20main.htm, inquire at the Financial Aid Office, or e-mail workstudy@palomar.edu. If you secure an interview with a prospective employer, you must complete the Student and Temporary Application Form and take it with you to the interview. The form can be found in the Hiring Forms section on the Work Study page of the Financial Aid website.

The America Reads Program

Are you a Federal Work Study student interested in helping children improve their reading skills? Are you interested in education or becoming an elementary school teacher? If so, you may qualify for the America Reads Federal Work Study Program. Under the supervision of a classroom teacher, the America Reads Program tutors work with children in grade 1 through 3 at Knob Hill Elementary School in San Marcos.

No experience is necessary, however, you should be an excellent reader and have the patience to work with young children; training will be provided at Knob Hill. This is an excellent way to gain classroom experience, make contacts in the education field, and give something to the community. Fingerprinting and a background check are required and will be paid for by the District. Up to 20 hours per week; salary \$11.00 per hour. If you are interested, please contact the Federal Work Study coordinator at ext. 2213 for more information.

Department: Academic Technology Resource Center

Job Title: Instructional Aide

Location: LL-103

Job Skills and Qualifications: Computer literate, experience with the Internet and Microsoft Office application (i.e. Word, Excel) highly desirable, must be able to communicate well in English, must be able to work with the public, able to work with faculty.

Duties: Assist computer lab staff in various duties such as: Provide basic assistance in a variety of Windows based programs (some training will be provided). Other clerical duties as directed by computer lab supervisor.

Number of positions: 2

Total hours per week: 20

Work schedule: Btwn 7:30am-9:00pm Mon thur Thurs; btwn 7:30am-4:00 pm Friday.

Wage: \$9.00, \$11.00, \$13.00 per hour depending on experience.

Supervisor/Contact: Myrna A. Valencia

Department: American Indian Studies

Job Title: Student Clerical Worker

Location: P-8, San Marcos Main Campus

Job Skills and Qualifications: Friendly, able to work with diverse students and faculty. Word processing and computer skills.

Duties: Help and direct students. Word processing, copy, run Scantrons, take phone messages, and distribute mail.

Number of positions:

Total hours per week: 10

Work schedule: Hours are negotiable.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Martha Collins, AIS ADA, ext. 2425

Department: Arts, Media, Business and Computer Science

Job Title: Office Assistant

Location: Division Office AA-131

Job Skills and Qualifications: Ability to file, organize materials, and take direction. Familiarity with Microsoft Office and Outlook would be helpful.

Duties: Assist Division Dean and Assistant with filing, getting mail, organizing binders, copying. May also assist in organizing electronic file in Outlook.

NOTE: Hours may be determined in consultation with student. Suggested schedule is below.

Number of positions: 1

Total hours per week: 12-18 flexible w/student

Work schedule: Mon, Tue, Wed, Thur 2-5pm.

Wage: \$9.00, \$11.00, \$13.00 per hour depending on experience.

Supervisor/Contact: Norma Miyamoto, Dean, AMBCS Division ext. 2157

Department: Assessment -Counseling Services

Job Title: Assessment Clerical Assistant

Location: SU-1

Job Skills and Qualifications: Filing, clerical, phones. Assist students. Computer work.

Duties: Answer phones. Filing. Requires positive attitude. Heavy student contact.

Number of positions: 2

Total hours per week: 20

Work schedule: To be arranged with supervisor.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Diane McAllister, ext. 2182.

Department: Athletics

Job Title: Athletic Trainer Student Assistant

Location: Athletic Training Room (O-5)

Job Skills and Qualifications: Willing to train the individual students with specifications to the duties that they will be assigned. Able to work in stressful situations, get along with others and willing to take orders from other students.

Duties: Assisting the Athletic Trainer Certified with pre/post practice/competition, set-up and take down, treatment protocols established by the Athletic Trainer. Other duties as assigned.

Number of positions: 4

Total hours per week: 20

Work schedule: Monday thru Friday, 4 hrs per day to be arranged.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Flecicia Heise, ext. 2477

Department: Behavioral Sciences (Anthropology)

Job Title: Archaeological Lab Assistant

Location: BE-3

Job Skills and Qualifications: No specific skills required. Department is willing to train.

Preferred qualifications: Experience doing either archaeological fieldwork or lab work associated with the Palomar Archaeology Program or with an accredited college, a government agency, or a private environmental/ cultural resources firm. Again, we are willing to train beginners.

Duties: Assist with artifact cataloging in the Palomar Archaeology lab; assist in preparation of materials used in teaching ANTH 120 and 205 (Beginning and Advanced Archaeological Excavation) and ANTH 225 (Historical Archaeology).

Number of positions: 1

Total hours per week: 10

Work schedule: To be arranged with student.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Philip de Barros, Ph.D., ext. 2343

Department: Career Center

Job Title: Instructional Aide

Location: Student Services Center (SSC)

Job Skills and Qualifications: Computer literate. Experience with the Internet and Microsoft Office applications highly desirable. Must be able to communicate well in English. Must be able to work with public and the faculty.

Duties: Assist computer lab staff in various duties such as : monitor PIC station (check users into and out of lab), provide basic assistance in variety of Windows based programs (some training provided). Other clerical duties as directed by computer lab supervisor.

Number of positions: 2

Total hours per week: 20

Work schedule: Btwn 7:30am and 1:00pm Monday thru Thursday.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Eddie Tubbs, ext. 3125

Department: Chemistry

Job Title: Student Lab Assistant

Location: NS-337

Job Skills and Qualifications: Basic chemistry technology and knowledge. Preferred qualification: Successful completion of CHEM 100 or CHEM 110.

Duties: Set up and prepare chemistry laboratory and experiments. Clean glassware.

Number of positions: 2

Total hours per week: 10

Work schedule: Btwn 8:00am and 8:00pm Monday thru Thursday.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Tsung Lee, ext. 2059

Department: Communication / The Telescope

Job Title: Office Manager / Administrative Assistant

Location: TBD (Modular buildings)

Job Skills and Qualifications: Good organizational skills. Good phone and people skills. Confidentiality. Computer skills (Word and Excel).

Duties: Assist Journalism instructor in management of school newspaper office. Answer phone, take messages for office staff and answer questions regarding the newspaper. Assist advertising manager with advertising packets. Type letters and reports.

Number of positions: 1

Total hours per week: 8-10

Work schedule: T, W, Th 3 hrs per day, Fri 2 hrs.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Erin Hiro, E-mail ehiro@palomar.edu (preferred) or 3762.

Department: Communication / The Telescope

Job Title: The Telescope's Online Editor

Location: TBD

Job Skills and Qualifications: This person must be able to code, design and maintain The Telescope newspaper's Web site. We want to improve our Web site and are looking for someone who has the time and creativity to make it invaluable to Palomar College! The job requires knowledge of Web design, both Mac and PC computers, College Publisher and other design programs. This person should be able to post blogs, work with interactive video and put up slide-shows of news events for The Telescope.

Duties: This is an opportunity to stretch your creative Internet muscles!. The Telescope is looking for a web-savvy person to help us make our Web site more relevant and user friendly for Palomar College students. This person will be asked to work with Telescope student editors each week to post news stories, features and photos. But we also hope this person will take the initiative to add extra features such as blogs, videos, and other interactive amenities. You will have the freedom to try new designs and features that can be used as a resume builder for your future career.

Number of positions: 1

Total hours per week: Not to exceed 20

Work schedule: Monday thru Thursday to be arranged with supervisor.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Erin Hiro, E-mail ehiro@palomar.edu (preferred) or 3762.

Department: Communication / The Telescope

Job Title: Distribution Manager

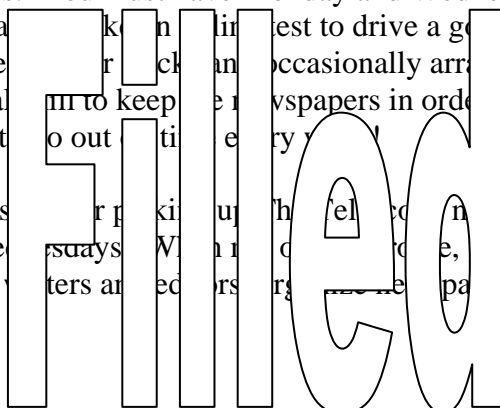
Location: TBD

Job Skills and Qualifications: You must have Monday and Wednesday mornings from 8 a.m. to noon available. You will have to lift 30 pounds to move newspaper racks. This job requires good organizational skills because the newspaper has to be ready to go out every day. You MUST be reliable.

Duties: You will be responsible for refilling empty racks on Wednesday mornings and keeping the newspaper newsroom open for student editors and other office duties.

Number of positions: 1

Total hours per week: 10-15



Department: Disability Resource Center

Job Title: [Mobility Aide](#)

Location: DSPS Building

Job Skills and Qualifications: California Drivers License, patience, responsibility

Duties: Assist students with disabilities with mobility issues, assist staff in DRC office

Number of positions: Several

Total hours per week: Not to exceed 20

Work schedule: Flexible

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Mary Tuttle, ext. 2376.

Department: English

Job Title: [English Writing Lab Technician](#)

Location: Modular - TBD

Job Skills and Qualifications: Basics of Microsoft Word and ability to use the Internet.

Duties: Internet searches and database access. Monitor printer and supplies.

Number of positions: 1-4

Total hours per week: 20

Work schedule: To be arranged between 4pm and 10pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Gary Zacharias, ext. 2710

Department: Enrollment Services

Job Title: Office Assistant

Location: Evaluations and Records Office (SSC-40 and SSC-54)

Job Skills and Qualifications: Computer literate (Word and Excel), knowledge of office procedures, including filing and phone etiquette, etc., good communication skills.

Duties: Data entry and retrieval, making files, answering phones, opening mail, filing, assisting student and staff with forms and questions, other office duties as needed.

Number of positions: 2

Total hours per week: 12-20

Work schedule: To be arranged

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Rick Herren, ext. 3117 or Cindy Shand, ext, 3123.

Department: Facilities

Job Title: Environmental Health & Safety Assistant

Location: RS-4

Job Skills and Qualifications: Operate computers and supporting software applications. Basic organizational and clerical abilities. Perform heavy manual labor and operate a variety of power tools.

Duties: Under direction of the Manager of EH& and Technician to assist with duties & tasks required to fulfill the department mission, Understand and follow oral and written instructions, EH&S skills are in ever increasing demand due to government regulations and environmental concerns. This is an opportunity to explore a possible career.

Number of positions: 1

Total hours per week: 20

Work schedule: To be arranged Monday thru Friday.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: John Emerson, ext, 3677.

Department: EOP&S

Job Title: EOP&S Office Specialist

Location: TCA-1

Job Skills and Qualifications: Ability to communicate with peers, staff, and students. Knowledge of basic computer applications. Customer service skills.

Duties: Greet students in person and on the telephone. Make counseling appointments using the SARS grid. Filing, create and maintain student files.

Number of positions: 1

Total hours per week: 20

Work schedule: Mon 1-5 pm, Tue 2-7 pm, Wed 10 am -3 pm, Thu 1-4 pm, Fri 10 am-1 pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Lorraine Lopez, ext. 2236

Department: Outreach Peer Recruiter

Job Title: EOP & S / CARE & CalWORKS

Location: TCA1 Building

Job Skills and Qualifications: Ability to communicate with peers, staff, and groups. Computer knowledge of basic office applications. Knowledge of EOP&S, matriculation procedures and the financial aid process is a plus. Ability to work some weekends and nights for special events. Transportation is required for events and school visits throughout inland North County.

Duties: Attend campus and civic fairs and other special events to recruit students and conduct group presentations. Assist students with applying and completing forms for Palomar's Admissions, registration, and EOP&S eligibility. Answer phones, schedule appointments, maintain student files, and serve as backup for reception area.

Number of positions: 4

Total hours per week: 10-20

Work schedule: TBA btwn 8a-5p Mon-Thur and 8a-3p Fri.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience..

Supervisor/Contact: Anel Gonzalez, ext. 2239

Department: Counseling

Job Title: [Office Assistant](#)

Location: Escondido Center

Job Skills and Qualifications: Knowledge of Palomar College e-Services, friendly and willing personality, computer skills, dependable in showing up for work, ability to work in fast paced setting, knowledge of general office equipment (fax, telephone, copying). Some evening hours may be necessary on Wednesday and Thursday (2:00 pm to 7:00 pm).

Duties: Assist in Counseling center operations: setting appointments, answering telephones, assisting students with questions and e-Services, cleaning of computers, upkeep of articulation bins and bulletin board, copying, and other duties as assigned.

Number of positions: 1

Total hours per week: 20

Work schedule: 12:00 pm to 5:00 pm Monday through Wednesday and 2:00 pm to 7:00 pm on Thursday.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Susan Rogers ext. 8157

Department: Financial Aid – Escondido Center

Job Title: [Financial Aid Hourly Assistant](#)

Location: Escondido Center

Job Skills and Qualifications: Computer: Internet, Word, Excel, and Outlook. Organizational skills: filing, publications, front counter. Public relations skills: good communication, ability to work with socially and economically disadvantaged.

Duties: Computer: Internet, Word, Excel, and Outlook. Organizational skills: filing, publications, front counter. Public relations skills: good communication, ability to work with socially and economically disadvantaged.

Number of positions: 1

Total hours per week: 20

Work schedule: Monday through Friday to be arranged with supervisor

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Buddy Springer/Jamie Moss, ext. 8116

Department: Financial Aid, Veterans & Scholarship Services

Job Title: Financial Aid Student Worker

Location: Financial Aid (SSC)

Job Skills and Qualifications: Capable of filing confidential documents (alpha order). Significant experience with computer data entry and EXCEL spreadsheets. Capable of working with students and staff in a respectful and confidential manner. Excellent time management and organizational skills. Ability to work independently with minimal supervision.

Duties: File confidential student financial aid application documents. Enter data into our multiple student databases and spreadsheets including creating electronic document images. Conduct Outreach by providing general information over the phone and in person. Create and maintain EXCEL spreadsheets.

Number of positions: 1

Total hours per week: 10-15

Work schedule: Tuesday 8-12 & 1-4, Thursday 8-12 & 1-4

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Beth Hicks, ext. 2404

Department: Fiscal Services

Job Title: Fiscal Staff Clerk

Location: Fiscal Services A-2

Job Skills and Qualifications: Be current on modern office procedures, methods, and computer equipment.

Duties: Provide general office assistance. Perform a variety of clerical duties. Filing, shredding, helping answer p[hones, assisting with providing information to students, staff, faculty, and the general public that visit the Fiscal Services Department.

Number of positions: 1

Total hours per week: 20

Work schedule: To be arranged btwn 8am and 5pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Patricia Reyes, ext. 2879

Department: Palomar College Fitness Center

Job Title: [Front Desk Staff/Quality Control](#)

Location: Fitness Center

Job Skills and Qualifications: Reliable transportation, a flexible schedule, punctual and the ability to problem solve effectively. Self-disciplined, trustworthy and mature. Cash register experience and telephone skills preferred. Opening and/or closing the facility and rotating Saturdays.

Duties: Customer service, sales/cash register, light telephones, cleaning and administrative duties as assigned. Hours to be arranged by individual's class schedule: facility hours M/Th 5:45 am – 8 pm, Fri 4:45 am – 4:10 pm, Sat 8:45am – 12:10 pm. Closed on Sunday and most major holidays.

Number of positions: 6

Total hours per week: 10-20

Work schedule: See above in Duties.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Michelle Fifield, ext. 2839/2838

Department: Athletics

Job Title: [Football Program Student Assistant \(Equipment Manager\)](#)

Location: G-1 or M-3

Job Skills and Qualifications: Under the direction and supervision of the Football Coaching Staff, this individual must be able to work well with others, communicate effectively, have the ability to lift and move objects (not to exceed 50 lbs.). Responsibility, accountability, and attention to detail are a must.

Duties: Job duties will vary, but will be under the direction of the Football Staff. The individual will be responsible to set-up, breakdown and store necessary football equipment and materials used for practices.

Number of positions: 2

Total hours per week: 15

Work schedule: 1pm – 6pm, Tues, Wed, and Thurs

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Joe Early or Dan Early, ext. 2478 or 2480

Department: Athletics

Job Title: Football Program Student Assistant

Location: G-1 or M-3

Job Skills and Qualifications: Under the direction and supervision of the Football Coaching Staff, this individual must have basic computer skills, preparing and processing reports and forms, various software applications, utilize word processing, spreadsheets and database programs. Must be self-motivated, work well with others, have attention for details, and organized.

Duties: Job duties will vary, but will be under the direction of the Football Staff. Will assist the staff in weekly practice and game preparations.

Number of positions: 2

Total hours per week: 12

Work schedule: 11am – 2pm, Monday thru Thursday

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Joe Early or Dan Early, ext. 2478 or 2480

Department: Foreign Languages

Job Title: Lab Assistant

Location: Foreign Language Lab

Job Skills and Qualifications: Second language ability in one of the following languages: Spanish, French, Arabic, Chinese, Japanese, Italian or German. Computer skills, organizational skills, good interpersonal skills.

Duties: Assist students using the computers, software and lab materials. Maintain and clean lab regularly. Office duties: answer phones, filing, shredding documents, running lab reports. Distribute reports. Prepare lab flyers. Maintain inventory of lab equipment. Assist during lab orientation sessions. Assist faculty with some clerical duties. Students may be asked to work Saturdays.

Number of positions: 3

Total hours per week: 10-20

Work schedule: Monday thru Friday, to be arranged

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Prof. Kathleen Sheahan, Language Lab Coordinator, ext. 3268

Department: Campus Police

Job Title: [Desk Person](#)

Location: Campus Police Office

Job Skills and Qualifications: Good customer service, basic skills in Excel and Word. Data entry, PeopleSoft experience (will train). Basic secretarial skills. Knowledge of Campus helpful.

Duties: Process paid citations, dismissals, appeals. Answer phone. Hand out temporary parking permits to staff, student, and visitors. Handle citation complaints, filing, data entry, special projects for administrative staff. Make copies. Must be able to give directions to departments and parking lots on campus. Knowledge of all parking rules and regulations.

Number of positions: 2

Total hours per week: 20

Work schedule: To be arranged around class schedule.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Linda A. Mack ext. 3289

Department: Palomar College GEAR UP

Job Title: Tutor/Mentor

Location: San Marcos and Vista School Districts

Job Skills and Qualifications: Experience and Education: 2.5 or better cumulative GPA; minimum of 6 credit units during the Fall/Spring semesters and 3 units during the Summer session; knowledge/experience and/or expertise in a core subjects like Math and Life Sciences; adapt to a variety of students with a wide range of abilities and learning styles.

Duties: Responsibilities include, but are not limited to conducting instructional exercises assigned by teachers; work with individual students (9-10 grade) or with small groups answering questions on course content; assist students in improving study skills necessary for improving academic performance; interact or communicate in a supportive, courteous and respectful manner with students, teachers, parents, community members; attend scheduled meetings/training for all tutors, and other duties as assigned by Supervisor.

Number of positions: 20

Total hours per week: 15-20

Work schedule: To be arranged Mon-Fri between 12:30pm-4pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Joe Vasquez, PC GEAR UP Coordinator, (760) 290-2792

Department: Graphic Communications

Job Title: Graphics Lab Assistant

Location: GJ Building, San Marcos Campus

Job Skills and Qualifications: Knowledge of at least one of the listed graphic software: Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Premiere, AfterEffects, or Final Cut.

Duties: Report any unusual situation or problem to staff or faculty. Instruct students in the proper operation of computer equipment. Maintain discipline in the labs.

Number of positions: 1

Total hours per week: 20

Work schedule: TBA

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Lillian Payn, ext. 3078

Department: Grounds

Job Title: Grounds keeper Aide

Location: RS Bldg.

Job Skills and Qualifications: A desire to work outdoors on various landscape related duties. Capable of performing sometimes strenuous physical labor. Good attitude, dependable, and able to follow directions.

Duties: Operate various powered grounds equipment, watering, weeding, planting, trimming, irrigation repairs and installation, some concrete, block, and brick work.

Number of positions: 1

Total hours per week: 20

Work schedule: To be arranged with supervisor

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Rick Kratcoski ext. 2133

Department: Grounds

Job Title: [Recycling Aide](#)

Location: RS Bldg.

Job Skills and Qualifications: Valid California driver's license. Responsible, dependable, good attitude, capable of lifting more than 50 pounds.

Duties: Operate district vehicles, collect, and sort recyclables.

Number of positions: 1

Total hours per week: 20

Work schedule: To be arranged with supervisor

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Rick Kratcoski ext. 2133

Department: Grounds

Job Title: [Tree Trimmer Aide](#)

Location: RS Bldg.

Job Skills and Qualifications: A desire to work outdoors on various landscape related duties. Capable of performing sometimes strenuous physical labor. Good attitude, dependable, and able to follow directions. Not afraid of heights, valid California driver's license.

Duties: Operate various tree trimming equipment, chipping brush, potential to climb trees using safety ropes, operate chainsaws, traffic control, and operate district vehicles.

Number of positions: 1

Total hours per week: 20

Work schedule: To be arranged with supervisor

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Rick Kratcoski ext. 2133

Department: Human Resources

Job Title: Clerical Assistant

Location: A- 1

Job Skills and Qualifications: Basic Office/Clerical skills – filing in alphabetical or numerical order, copying, answering phones, customer service skills, etc.

Duties: Pulling and archiving files into storage. Assist various members of the Human Resources staff in filing, copying, answering phones, front desk coverage, etc.

Number of positions: 2

Total hours per week: 20

Work schedule: Flexible

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Monique Alegre, ext 2148 or Celina de la Torre, ext 2890

Department: Escondido Center Library

Job Title: Library Computer Lab Assistant at Escondido Center

Location: Midway Drive and East Valley Parkway, Escondido

Job Skills and Qualifications: Good basic computer skills such as being able to operate a mouse, open/exit software applications, save data to flash drives. Familiarity with Microsoft Office and web applications such as browsers and PDF readers. Basic library assistance; Like working with people and have a willingness to develop good public service skills. Library or computer lab experience helpful but not necessary.

Duties: Help students access software, save work on external media, verify security of equipment. Report all problems to full time library staff as they occur.

Number of positions: 2-4

Total hours per week: Up to 20.

Work schedule: Adjustable to fit applicant's schedule

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Peggy Richardson or Marlene Forney at San Marcos or Escondido, ext. 3242 (Peggy) or 8113/3695 (Marlene).

Department: Library

Job Title: [Library Aide](#)

Location: San Marcos Campus

Job Skills and Qualifications: Basic computer skills and familiarity with Microsoft Office and the Internet. Knowledge of the English language, the alphabet and decimal numbers. Like working with people and have willingness to develop good public service skills. Ability to lift and handle heavy books, move book carts. Ability to reach top shelves using a step stool and bend down to bottom shelves.

Duties: Provide basic library assistance to student and maintain the library collection by shelving books, periodicals and media materials, Assist with library equipment and furnishings.

Number of positions: 2-4

Total hours per week: Up to 20

Work schedule: Adjustable to fit applicant's class schedule

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Peggy Richardson ext. 3242

Department: Mail Services

Job Title: [Mail Clerk](#)

Location: A-23

Job Skills and Qualifications: Strong work ethic. Ability to communicate with customers and co-workers, be able to stand/sit for long periods of time. Knowledge of MS Word and Excel helpful. Good interpersonal skills.

Duties: Sort and distribute mail, operate postage meter. Customer service, answer phones. Other duties as assigned.

Number of positions:

Total hours per week: 16-20

Work schedule: 9-1 Mon, Tue, Thur, 12-4 Fri.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Angie Valenzuela, ext. 2811



Department: Athletics

Job Title: Men's Basketball Student Assistant

Location: G-5 in Dome

Job Skills and Qualifications: This individual must have basic computer knowledge and skills preparing various software applications and editing game and practice videos. Must be self-motivated, organized, have attention to detail, and work well with others.

Duties: Job duties will vary under the direction and supervision of the Men's Basketball coaching staff.

Number of positions: 1

Total hours per week: 12

Work schedule: To be arranged Monday –Friday between 11am and 4pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: John O'Neill, ext. 2474

Department: Payroll Services

Job Title: Imaging System Assistant

Location: ST-64

Job Skills and Qualifications: Able to keep confidential information, follow directions, pay attention to details and perform repetitive tasks.

Duties: Pull staples; alphabetize and organize documents; scan and index document into Imaging System; other duties as assigned.

Number of positions: 4

Total hours per week: Up to 20

Work schedule: Flexible

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Espy Flores, ext. 2217

Department: Performing Arts

Job Title: [Audio Assistant](#)

Location: Howard Brubeck Theater

Job Skills and Qualifications: Experience in audio production for live music and theater events, setting up microphones and audio systems. Completion of ENT 112 or TA 112 preferred.

Duties: Assist the Performing Arts Audio Engineer in setting up and running audio systems for Performing Arts events. Sound system installation, maintenance and repair. Assist in recording, live mixing and sound design. This position requires some evening and weekend availability.

Number of positions: 1

Total hours per week: 10

Work schedule: To be arranged with supervisor.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Chad Ohlheiser, ext, 2325.

Department: Behavioral Sciences

Job Title: [Philosophy Teaching Assistant](#)

Location: BES-4 and W Building

Job Skills and Qualifications: Ability to create reliable Evaluative Maps of Reasoning (as in the text “Open Minds and Everyday Reasoning”) and to explain mapping to students in an accurate and supportive way.

Duties: Meet with PHIL 115 students individually to help them apply skills of evaluative mapping. Meet with PHIL 115 professor to discuss tutoring techniques and mapping skills.

Number of positions: 2

Total hours per week: 20

Work schedule: Flexible, according to student’s needs.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Dr. Zachary Seech, ext. 2650

Department: Print Services

Job Title: Comet Copy Assistant

Location: GJ - 1

Job Skills and Qualifications: Good communication skills, must be able to work well with others. Dependable. Must be able to lift 40 lbs. or more. Experience with Print Shop equipment preferred but training will be provided. Must have knowledge of basic computer operations. Can handle fast paced work.

Duties: Bindery, cutting, collating, stitching, comb binding, laminating. Operate industrial copiers. Training will be provided. Stocking and organizing inventory of paper. Customer service, working with students, instructors, and staff. Job is very physical. Bending, stooping, lifting. Making copies and printing.

Number of positions: 2

Total hours per week: 20

Work schedule: Monday thru Friday, 4 hours per day

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Anna Morrison, ext. 2558

Department: Behavioral Sciences

Job Title: Office Assistant, Service-Learning Office

Location: NS-327 (Service Learning Office)

Job Skills and Qualifications: Communicate clearly and effectively in writing and speaking. Organize filing systems and materials. Proficiency in word processing and spread sheet software. Work independently to accomplish assigned tasks.

Duties: Under the direction of the Service-Learning Coordinator, the Office Assistant will be responsible to set up and maintain filing systems and databases for community partner information, student service records, and faculty participants. Prepare and help distribute information packets for faculty and students. Assist Service-Learning Coordinator in communicating with students, faculty and community partners. Keep office supplies stocked. Make copies of forms and materials. Other tasks as assigned.

Number of positions: 1

Total hours per week: 12

Work schedule: Flexible, mornings Monday thru Thursday preferred.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Judy Wilson, ext. 3645

Department: Student Affairs

Job Title: Student Lab Assistant

Location: SU 204

Job Skills and Qualifications: Prompt and reliable.

Duties: Will check IDs. Keep printer full of paper. Good people communication skills.

Number of positions: 1

Total hours per week: 13-15

Work schedule: Mon & Wed 7:30-12:30 Tue & Thu 7:30-9

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Marilyn Lunde, ext. 2594

Department: Transfer Center

Job Title: Transfer Center Staff Assistant

Location: Counseling Department/Transfer Center

Job Skills and Qualifications: Customer service skills necessary. Computer knowledge and ability to use MS Office Programs. Use of office equipment (copier, fax, etc.) Ability to multi-task and do research when asked.

Duties: Meet and greet students visiting the Transfer Center, assist with IGETC/CSU sheets. Assist students with eservices in the lab. Refer students and give information regarding the transfer center and counseling department. Answer phones and assist the director and staff assistant when necessary.

Number of positions: 1

Total hours per week: 10

Work schedule: Mon & Fri 8-10, Tue & Thur 10-12, Fri 8-10

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Kimberly Word, ext. 3756

Department: TRIO / SSS

Job Title: Office Assistant

Location: TCB - 4

Job Skills and Qualifications: Good computer skills, telephone skills. Use of office equipment. Good command of the English language both verbal and written.

Duties: Front office position. Meet and greet the public. Give information regarding TRIO/SSS Program. Prepare information for reports. Data tracking on computer. Run statistics. General office duties.

Number of positions: 2

Total hours per week: 15 - 20

Work schedule: Flexible, Monday thru Friday

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Jeanette Martinez-Diaz, ext. 2761

Department: Workforce and Community Development

Job Title: Venture Registration Assistant

Location: 1935 E. Valley Parkway, Escondido, CA 92027

Job Skills and Qualifications: Knowledge of English language usage, spelling, punctuation and grammar. Ability to communicate with customers and staff, both in written and verbal format. Provide courteous, effective customer service – work with others and work independently.

Duties: Respond to customer inquiries via phone, fax, or in person as they relate to course availability, content, cost, dates, times, and location, driving directions, and the programs re-scheduling and cancellation. Contact customers as needed to notify of class status, changes to schedule, location, and waitlist status. Filing, making copies, preparing instructor packets, setting up classrooms.

Number of positions: 2

Total hours per week: 10-20

Work schedule: Mon – Fri, btwn 8 am and 5pm.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Christine Amely, ext. 7899

Department: Women's Soccer

Job Title: Videographer

Location: Minkoff Field

Job Skills and Qualifications: Must be dependable, responsible and mature. Must be able to videotape sport action, edit and transfer to disc or VHS. Must be somewhat flexible.

Duties: Videotape all women's soccer home games. Edit contact as discussed with Coach and transfer to DVD or VHS (as decided with Coach). Most home games are held on Weds or Fri, beginning 8/27/09 and start at 1pm or 3pm. Games last for 60 minutes with a halftime break. We play 8/27-11/13 with playoffs to follow.

Number of positions: 1

Total hours per week: 3-6

Work schedule: See above under Duties.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Head Coach Pamela Campbell, pcampbell@palomar.edu.

Department: TRIO Grant Funded Student Programs- EOC Office

Job Title: Educational Opportunity Center Office Assistant

Location: San Marcos and Escondido Center Offices

Job Skills and Qualifications: Employee(s) will work with the Outreach Coordinators of EOC to ensure that all program participants get the services that they request. The person(s) applying for this position must be able to work one on one with people and have familiarity with applying for admissions and registering for classes online. We are looking for people who have experience working with computers and Microsoft Word programs. The qualified person(s) will be able to work well supervised as well as independently. Our offices are open all year long therefore we need someone who will be at Palomar College the entire 2009-2010 school year.

Duties: The EOC office assistant will work closely with the Outreach Coordinators to ensure that program objectives are met for the 2009-2010 school year. The person(s) hired will be in charge of ensuring that offices are well kept and that program supplies are always in stock. There will be times when the office assistant will need to work with other Palomar College students to help them navigate their way through school. In addition there are outreach presentations and weekend outreach events that the student employee will be asked to be a part of. We would like, but it is not required, to interview people who have experience working with or being a part of student support service programs like EOP&S, Cal WORKS, DRC, EOC and other similar programs. **You do not have to meet all** of the previously mentioned qualifications in order to apply for this position. Bilingual persons are encouraged to apply.

Number of positions: 2. One at EOC Escondido and one at EOC in San Marcos.

Total hours per week: 15-20

Work schedule: Flexible Mon-Fri. There will be times when student employees will be asked to work weekends and/or evenings.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: San Marcos Marti Snyder ext 2434. Escondido Jessica Pérez Ambrocio ext. 8110.

Department: 3C Media Solutions

[Job Title: Broadcast Assistant](#)

Location: Bldg. P-31

Job Skills and Qualifications: Ability to multi-task, possess effective audio-visual discrimination and perception, communicate effectively, understand and carry out oral and written instructions, perform accurate and detailed work and work well with others.

Duties: The Broadcast Assistant works closely with the staff in the Operations Center to perform video duplication and format transfers; operate satellite receivers and record feeds according to schedules; record videos to broadcast video server; monitor on-air operations, receive help desk calls, report discrepancies, assist in maintaining videotape library and database; and operate broadcast master control automation computers, switcher, video server, video player/recorders, and satellite receivers.

Number of positions: 2

Total hours per week: 20

Work schedule: Flexible around student schedule

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Phillip Cerda, ext. 2429

Department: 3C Media Solutions

[Job Title: Television Programming Assistant \(Spring 2010 Semester ONLY\)](#)

Location: Bldg. P-31

Job Skills and Qualifications: Should be computer literate, possess organizational skills, ability to perform accurate and detailed work, and be proficient in the use of Microsoft Excel, Word, Internet Explorer, Access or Filemaker Pro.

Duties: The Television Programming Assistant works closely with Operations staff, receives help desk calls, receives and inventories videotapes, inputs data, assists with daily broadcast schedules, manipulates as-run data to generate reports, corresponds regularly with staff regarding programming availability and status reports, and may participate in bi-weekly meetings.

Number of positions: 2

Total hours per week: 20

Work schedule: Flexible around student schedule

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Heather Schmidt, ext. 1545

Department: Communications/RTV

[Job Title: Office Assistant](#)

Location: U-11

Job Skills and Qualifications: Proficient in Microsoft Word, Excel, filing, good written and verbal communications skills.

Duties: Filing, building Excel grade sheets, organizing office, duplicating, etc.

Number of positions: 2

Total hours per week: 12

Work schedule: Monday thru Friday, 3 hours per day

Wage: 9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Pat Hahn/Gregg Baker, ext. 2964/2447

Department: Communications / RTV

[Job Title: Web Master](#)

Location: U - 10

Job Skills and Qualifications: Knowledge of Dreamweaver and Frontpage software. Basic Web design. Knowledge/ability to convert digital videos into proper codes used in RTV website.

Duties: Design and manage three RTV websites. Convert Primetime Palomar and North County News shows into codecs to be used on website to see news programs using Quicktime, Real Media, and Windows media. Daily upkeep of web sites.

Number of positions: 1

Total hours per week: 20

Work schedule: Monday thru Friday, 4 hours per day

Wage: 9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Pat Hahn ext. 2964

Department: Performing Arts / Music Area

Job Title: Computer Music Lab Proctor

Location: D2A

Job Skills and Qualifications: Experience with digital audio software and hardware.

Duties: Assist computer music students. Participate in the maintenance of the lab.

Number of positions: 2-3

Total hours per week: 10-15

Work schedule: Between 9:00 am and 9:00 pm Monday thru Thursday and between 9:00 am and 4:30 pm on Friday

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Kimberly Loya or Madelyn Byrne, ext. 2316 or 2809

Department: Child Development Center

Job Title: Teacher Assistant

Location: San Marcos Campus

Job Skills and Qualifications: Units in Child Development. Knowledge of ages and stages of preschool children

Duties: Assist preschool teacher in care and curriculum of classroom for lab school setting.

Number of positions:

Total hours per week: 8-16

Work schedule: Monday 1-5pm, Wednesday 1-5pm and substituting as necessary

Wage: \$9.00, \$11.00, or \$13.00/per hour depending on experience.

Supervisor/Contact: Pam Keinath, ext. 2578

Department: Mathematics Learning Center

Job Title: [Math Tutor](#)

Location: [E-2 \(San Marcos Campus\)](#)

Job Skills and Qualifications: Enrolled in Math 140 or higher. Must have a B or higher in mathematics courses. Patience, ability to explain mathematics, outgoing personality.

Duties: Tutor mathematics students at all levels of ability. May be asked to help do basic filing, answer phone, check books out on an “as needed” basis, or perform other office duties in support of the Mathematics Learning Center.

Number of positions: 5

Total hours per week: 8-12

Work schedule: Monday thru Thursday 9am – 8pm, Friday 9am – 2pm.

Wage: \$9.00, \$11.00, or \$13/hr depending on experience

Supervisor/Contact: Fariheh Towfiq, ext. 2716

Department: Regional Occupational Program (ROP)

Job Title: [ROP Clerical Assistant](#)

Location: Main Campus, Palomar College

Job Skills and Qualifications: Work with the public, students, staff, and callers in a standard office environment. Learn about the ROP instructional programs and be able to answer questions about them. Assist with ROP registration.

Duties: Answer telephones, maintain lists and spreadsheets. Call students, staff, and faculty with information. Prepare flyers to support marketing and outreach projects. Make photocopies and file as needed. Perform basic computer skill using standard Microsoft Office 2007 software. The work schedule would be 20 hours per week, Monday thru Friday.

Number of positions: 1

Total hours per week: 20

Work schedule: Arranged between 8am-5pm, Monday thru Friday

Wage: \$9.00, \$11.00, or \$13/hr depending on experience

Supervisor/Contact: Paul W. Kelly, ext. 2292.

Department: Performing Arts

Job Title: Box Office Assistant

Location: Howard Brubeck Theatre

Job Skills and Qualifications: Primarily an interest in front-of-house activities. Experience working with the public and cash drawer procedures would be a plus. Will train as necessary. May include nights and weekends as available.

Duties: Sell tickets and perform usher duties.

Number of positions: 2

Total hours per week: 16 / variable

Work schedule: 1 – 5 Tuesday thru Friday

Wage: \$9.00, \$11.00, or \$13/hr depending on experience

Supervisor/Contact: Heather Murray, ext. 2455

Department: Performing Arts

Job Title: Technical Theatre Assistant

Location: Howard Brubeck Theatre

Job Skills and Qualifications: Primarily an interest in technical theatre, however experience in theatrical lighting, set construction and/or audio would be a plus. Will train as necessary.

Duties: Scenic construction, electrics rigging, audio for the stage, stage crew. May include nights and weekends as available.

Number of positions: 2

Total hours per week: 16 / variable

Work schedule: 1 – 5 Monday thru Thursday

Wage: \$9.00, \$11.00, or \$13/hr depending on experience

Supervisor/Contact: Pat Larmer, ext. 2455

Department: 3C Media Solutions

Job Title: Video Caption Writer

Location: P-31, San Marcos Campus

Job Skills and Qualifications: Excellent hear, excellent computer keyboarding, typing and use of computer, good vocabulary skills, able to sit and operate a computer for long periods of time.

Duties: Operate computer, ftp upload and download media files to server, use media transcription editing software, listen to audio of media files and edit transcript, save transcript and sync to media file. Some training is provided

Number of positions: 2

Total hours per week: 20

Work schedule: Flexible, between 9am-5pm during the week

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Phillip Cerda, ext 2429

Department: CalWORKS

Job Title: REACH/CalWORKS Assistant

Location: TCB

Job Skills and Qualifications: Excellent computer, communications and clerical skills.

Duties: Monitor and record student attendance at workshops, develop spreadsheets and monthly reports. Tutor and facilitate study groups. Clerical duties as assigned.

Number of positions: 1

Total hours per week: 20

Work schedule: Monday-Friday

Wage: \$9.00, \$11.00, \$13.00 per hour depending on experience.

Supervisor/Contact: Brenda Wright, ext. 2866

Department: Palomar College GEAR UP

Job Title: Office Aide

Location: Mission Hills High School, San Marcos, CA

Job Skills and Qualifications: Knowledge of standard office practices/procedures. Good verbal/written communication skills. Computer skills/Microsoft Office (Word, Excel, PowerPoint, Access, Internet)

Duties: Make phone calls, send/receive written correspondence, data entry/other clerical duties as assigned, maintain confidentiality & security of information pertaining to student records/files.

Number of positions: 2

Total hours per week: 20

Work schedule: Monday-Friday 1pm-5pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Joe Vasquez (760) 290-2792

Department: T & I/ DMT (Diesel Mechanics)

Job Title: Teaching Assistant

Location: T Building

Job Skills and Qualifications: Knowledge of diesel mechanics, shop organization and safe operation of tools & equipment

Duties: Assist instructor in the lab to promote safety practices. Assist instructor with on-going shop safety and maintenance

Number of positions: 1

Total hours per week: 20

Work schedule:

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Sergio Hernandez, ext 3702

Department: Design & Consumer Education

Job Title: Design Staff Assistant

Location: Staff Building 3 Room 49 (ST-49)

Job Skills and Qualifications: Computer Skills- Prefer knowledge of Word, Excel and Outlook. Previous experience in an office environment preferred. Basic office functions.

Duties: Light typing, mail pick-up & distribution, answering telephone, responding to emails, filing, shredding documents, keeping accurate records of incoming information or incoming requests, posting class cancellations, desk copy orders.

Number of positions: 2

Total hours per week: 16-20

Work schedule: Monday-Thursday -4 hours TBA

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Nancy Galli, ext 2352