

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 <https://www2.palomar.edu/pages/fa/federal-work-study/>, 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.

Department: Academic Technology Resource Center

Job Title: Student Instructional Aide

Location: LL-103

Job Skills and Qualifications: Computer literate, experience with the Internet and Microsoft Office applications (i.e. Word, Excel) highly desirable, must be able to communicate well in English, must be able to interact 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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Myrna A. Valencia ext 2657

Department: Advancement

Job Title: Student Clerical Worker

Location: AA-130 – AA-132

Palomar College Phone Number: 760-744-1150

Job Skills and Qualifications: Computer literate, experience with Microsoft Office, Outlook, general office equipment. Good phone etiquette and communication skills. Good organizational skills. Prefer valid CA Driver's License

Duties: Filing, shredding, copying, preparing bulk mailings, running errands, assisting students with book loans, possible special event assistance.

Number of positions: 1

Total hours per week: 20

Work schedule: Flexible Monday-Friday

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Kim Hartwell, ext 2664

Department: Art Department

Job Title: Student Ceramic Studio Assistant

Location: C-7/Kiln Yard

Job Skills and Qualifications: Basic Ceramic experience relating to building process, firing, handling of chemicals in a glaze lab, easily lift 50lbs

Duties: Load and unload kilns, assist in firings, mix large batches of glaze, help maintain a clean and organized studio, assist instructors as needed.

Number of positions: 2

Total hours per week: 15-20

Work schedule: TBA- organized around schedules of FWS, volunteers, and staff

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Tim Murdoch ext. 2310

Department: Art Department

Job Title: Student Glass Studio Assistant

Location: C-7/Glass Lab

Job Skills and Qualifications: Minimum of two semesters of glassblowing courses completed. Excellent communication skills and patience working in glass lab. Ability to lift 50lbs

Duties: Assist students with glassblowing process. Operate glass studio equipment. Charge furnaces. Manage the organization and cleanliness of studio.

Number of positions: 2

Total hours per week: 15-20

Work schedule: TBA- organized around schedules of FWS, volunteers, and staff

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Michael Hernandez, ext. 2308

Department: Art Department

Job Title: Student Studio Assistant

Location: C-7

Job Skills and Qualifications: Basic knowledge of tools used in an Art Lab. Ability to lift 50lbs

Duties: Help maintain organization and cleanliness of studio labs

Number of positions: 2

Total hours per week: 15-20

Work schedule: TBA- organized around schedules of FWS, volunteers, and staff

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Tim Murdoch ext. 2310

Department: Athletics

Job Title: Student Department Assistant

Location: O-10

Job Skills and Qualifications: Word Processing and Excel knowledge preferred. Seeking self-motivated, detail oriented, organized individual. Must work well with others and communicate effectively. Must be responsible and reliable.

Duties: Assist department with duties and special projects as assigned. Filing, copying, data entry and retrieval, organizing files, etc.

Number of positions: 1

Total hours per week: 10-20

Work schedule: Will work with students schedule

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Scott Cathcart, ext 2460

Department: Athletics

Job Title: Student Department Assistant – Game Operations

Location: Various fields, San Marcos Campus

Job Skills and Qualifications: Seeking responsible and reliable individuals with good communication skills

Duties: Assist department with game operation duties as assigned (i.e., ticket sales, gate monitoring, etc.)

Number of positions: 2-4

Total hours per week: 5-10

Work schedule: Will work with students schedule

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Scott Cathcart, ext 2460

Department: Athletics

Job Title: Student 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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

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

Department: Athletics

Job Title: Student 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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

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

Department: Athletics

Job Title: Student 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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Flecicia Heise, ext. 2477

Department: Athletics

Job Title: Student 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 will 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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Daniel Lynds, ext. 2464

Department: Athletics

Job Title: Student Athletic Media Assistant-Football

Location: G-1

Palomar College Phone Number: 760-744-1150

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 and must be responsible and accountable.

Preferred experience: Experience and/or educating with filming equipment.

Duties: Job duties vary. The individual will be responsible for film set-up and breakdown as well as filming practices for football team throughout 2013 season. Other duties as assigned.

Total hours per week: 15-20

Work schedule: To be arranged Monday –Friday

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Joe Early, Head Football Coach. Ext 2478

Department: Athletics

Job Title: Student Tutor

Location: Athletics Computer Lab (M-8/10)

Job Skills and Qualifications: Experience and Education: 3.0 or better cumulative GPA. Knowledge and understanding of core subjects such as Math, Science, English etc. Ability to adapt to a variety of students with a wide range of abilities and learning styles.

Duties: Responsibilities include, but are not limited to, tutoring student athletes with different learning styles and differing ability levels in a wide variety of subjects. Other duties as assigned.

Number of positions: 2

Total hours per week: up to 20

Work schedule: To be arranged Monday –Friday

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Amber Silvick, ext. 2463

Department: Instructional Services Office

Job Title: Special projects in Support of Instructional Services Office

Location: AA-102

Palomar College Phone Number: 760-744-1150

Job Skills and Qualifications: Intermediate or advanced Excel skills and budget experience. Ability to follow directions and work with limited oversight.

Duties: Special projects, budget reconciliation, data entry, copying, scanning, filing, and compiling databases.

Total hours per week: 15-20

Work schedule: Flexible days/ hours, to be determined.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Michelle LaVigueur, Executive Assistant, Instruction. Ext 2826

Department: Behavioral Sciences (Anthropology)

Job Title: Student Archaeological Lab Assistant

Location: MD-253

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: 2

Total hours per week: 10

Work schedule: To be arranged with student.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: James Eighmey, ext. 3936

Department: Behavioral Sciences (Sociology)

Job Title: Sociology Discipline Assistance

Location: MD 262 and 263

Job Skills and Qualifications: Interest in Sociology and social justice. Basic Computer skills, ability to work well with others, good communication skills, academically driven and goal oriented.

Duties: Sitting in on synchronous Zoom classes to help manage chat questions from students and other minor duties associated with running classes on Zoom. Familiarity with Zoom helpful but this can be taught. Meet weekly with instructor to help plan various events and activities for Palomar students. Help with making and posting flyers. Help with internet searchers on sociology topics. Meet with instructor once per week (or as needed). Familiarity with basic intro statistics helpful but not required. Must be open to working with LGBTQ and Transitions (formerly incarcerated student) projects. 10 hours per week to start and can increase based on student worker interest and ability to adapt to remote working conditions.

Number of positions: 1

Total hours per week: 10

Work schedule: Monday 11:00-2:00
Tuesday-Thursday 11:00-5:00

Wage: \$16.00 per hour

Supervisor/Contact: Susan Miller, (760)744-1150 ext 2803 or Jose Briceño, ext 2341

Department: Behavioral Sciences-Sociology

Job Title: Student Worker

Location: MD-257

Job Skills and Qualifications: Good organizational skills; basic clerical skills; familiarity with Word, Excel and Power Point; Ability to get along well in an office environment

Duties: Filing, entering data on computer, copying, occasional campus errands (to Library for example)

Number of positions: 1

Total hours per week: Negotiable

Work schedule: Monday-Thursday 11:30-1:30

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Devon Smith, ext 2650

Department: Bohem Gallery

Job Title: Boehm Gallery Attendant

Location: D-31

Job Skills and Qualifications: Good communication and people skills.

Duties: Employee will watch the gallery during open hours, answer questions from the public, and monitor the artwork. Help set up and take down shows and events.

Number of positions: 2

Total hours per week: 15-20

Work schedule: Hours are flexible, will try and work with student schedule.

Wage: \$14.00

Supervisor/Contact: Sasha Jonestein, ext 2309

Department: Business Administration

Job Title: Student Instructional Aide II

Location: MD-335

Job Skills and Qualifications: Internet and Microsoft applications, financial and managerial accounting highly desirable. Must be able to communicate well in English. Must be able to work with students, public, and faculty. Good phone and people skills. Confidentiality.

Duties: Assist computer lab staff in various duties such as: assist students/visitors with questions, check test takers into lab, provide basic assistance in preparation for testing, proctoring software tests. (Training provided). Schedule appointments for testing. Monitor computers in lab; other duties as directed by Department chair and by computer lab ISA.

Number of positions: 1

Total hours per week: 16

Work schedule: 1:00pm to 5:00pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Lourdes Runk MD- 335 x2494

Department: Career Center

Job Title: Student Instructional Aide

Location: Career Center (SU-17)

Job Skills and Qualifications: Customer service experience desired but not required. 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.

Palomar College Phone Number: 760-744-1150

Duties: Assist computer lab staff in various duties such as: assist students/visitors with questions, check users into and out of lab, provide basic assistance in variety of career development- based programs (training provided), professionally answer phone and direct to desired resources. Other duties as directed by Career Center staff.

Number of positions: 1

Total hours per week: 20

Work schedule: TBD

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Rosie Antonecchia rantonecchia@palomar.edu, 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: 4

Total hours per week: 10

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

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Tsung Lee, ext. 2509

Department: Communications- Cinema and DBA

Job Title: Student Teacher Assistant, Lab

Location: San Marcos Campus- Room P-32

Job Skills and Qualifications: Prefer to have a student that has taken some of the DBA classes or has experience in the use of digital video cameras, tripods, microphones, jib arm, and lighting instruments.

Duties: The teaching assistant will pick up the lab equipment from the tech office and return it. Set up the lab for DBA/Cine 125. Digital Camera set up on tripod, use of jin arm, set up dolly

track, lighting instruments, microphones. The demonstrations will be led by the instructor, the TA will assist with the equipment.

Number of positions: 1

Total hours per week: Flexible

Work schedule: TBA

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Bonnie Kristell- (858) 829-4431 cell

Department: Counseling

Job Title: Umoja Peer worker

Location: SSC

Job Skills and Qualifications: Clerical and some technical skills.

Duties: Making calls to schedule Umoja Scholars appointments; create flyers; update Umoja website and other clerical tasks as necessary.

Number of positions: 1

Total hours per week: 10

Work schedule: Monday and Wednesday

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Karmi Minor-Flores/Izabel Solis, ext. 2741/2332

Department: CSIS

Job Title: Student Computer Lab Tech

Location: CSIS Computer Lab

Job Skills and Qualifications: Ability to communicate effectively verbally and in writing. Computer hardware and software troubleshooting experience. Networking, programming, and CSIS class experience is recommended.

Duties: Assist students/staff/faculty in the CSIS labs, maintain computer labs and equipment, other duties as required.

Number of positions: 2

Total hours per week: 20

Work schedule: Subject to Availability

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Aaron Hudson, ext 8181

Department: Design & Consumer Education – Fashion

Job Title: Student Classroom/Lab Tech

Location: FD-1 and FD-2

Job Skills and Qualifications: Organized with basic computing skills, including printing, scanning, plotter printing. Computer use including CAD, Illustrator, Photoshop, and social media platforms. Sewing and knowledge of various sewing machines, including industrial equipment. Pattern drafting by hand and on computer, including plotter printing patterns

Duties: Print portfolio art boards. Print CAD patterns. Transfer CAD papers to manila paper. Update social media for Fashion Program. Inventory and organize classroom supplies. Assist in preparation of classroom materials. Assist students with sewing, computer software, equipment usage, etc.

Number of positions: 2

Total hours per week: 5-20

Work schedule: Flexible depending on student schedule.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Rita Campo Griggs, ext 2347

Department: Design & Consumer Education – Fashion

Job Title: Student Office Assistant

Location: FD-1 and FD-2 and FD-4

Job Skills and Qualifications: Office skills to include: Organizational, filing, copying, and printing. Computer use including Microsoft Word, Excel, PowerPoint for document creation and maintenance. Basic math, writing, and communication skills required. Knowledge of social media and web search engines.

Duties: General office work to include phone calls, database management, web research, web content, social media, student outreach and ambassador development for Fashion Program.

Number of positions: 1

Total hours per week: 5-20

Work schedule: Flexible depending on student schedule.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Rita Campo Griggs, ext 2347

Department: Digital Broadcast Arts

Job Title: Media Studies-Production & Web Assistant

Location: Main Campus

Job Skills and Qualifications: Proficient in WordPress, Adobe Premiere, After Effects and Photoshop.

Duties: Student will assist in the maintenance of departmental website while assisting in the creation and updating of multi-media products.

Number of positions: 1

Total hours per week: 15

Work schedule: TBD

Wage: \$16.00 per hour depending on experience.

Supervisor/Contact: Scott Richison, ext 2492

Department: Disability Resource Center

Job Title: Front office assistant

Location: DSPS Building

Job Skills and Qualifications: Federal Work Study award, patience and professionalism.

Duties: Assist staff in the DRC office. Various tasks assisting students with disabilities.

Number of positions: Several

Total hours per week: Not to exceed 20

Work schedule: Flexible, between 8:00AM-5:00 PM, M-F

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Patty Petersen ppetersen@palomar.edu, ext. 3016

Department: Disability Resource Center

Job Title: Lab Assistant

Location: LL101

Job Skills and Qualifications: Experience with windows and file management. Experience using Microsoft Word, Excel and PowerPoint. Willingness to develop skill using Access Technology. Follows verbal and/or written directions. Patience when working with less experienced students.

Duties: Prep Lab for classes; Assist students with logging in for Lab hours; Assist professor with student progress assessments; Assist students in lab and classes with assignments and Computer problems; Use MS office suite to create documents as needed.

Number of positions: 1

Total hours per week: 16

Work schedule: Monday-Thursday; 4 hrs per day to be arranged.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Sherry Goldsmith SGoldsmith@palomar.edu , ext. 3081

Department: Disability Resource Center

Job Title: Student 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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Dan Dryden, ext. 2199

Department: Disability Resource Center

Job Title: Testing Center Student Aide

Location: Disability Resource Center - Testing Center in NA-2

Filled

Job Skills and Qualifications: Ability to communicate with faculty, students, and staff in a professional manner. Must be dependable and reliable. Must be able to read and write clearly. Must be able to remain calm in dealing with students who are under stress. Familiar with, or have the ability to acquire knowledge of, campus building locations. Perform general clerical tasks under the direction of the Testing Center Coordinator or other staff members.

Duties: Testing Center Student Aide is responsible for assisting the DRC Testing Center Coordinator and Testing Center Assistant/Tutor in various duties that include: Assure integrity of the examination process by monitoring of time allowed for test-taking. On occasion, play video or audio portions, read or scribe as dictated by student with disabilities. Pick up or deliver exams to and from departments or offices on campus. Answer Testing Center phone and provide detail and accurate information. Provide excellent customer service to faculty, staff, students and visitors. Facilitate outreach events and workshops for students with disabilities. Create flyer, brochures, and other marketing materials. Other duties as assigned by Testing Center Coordinator or DRC Director.

Number of positions: 2

Total hours per week: Not to exceed 20

Work schedule: To be arranged.

Monday-Thursday

Position 1: 8:00am-1:00PM.

Position 2: 1:00-6:00PM

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Cynthia Cordova, ccordova1@palomar.edu ext. 2259

Department: Early Childhood Education Lab School

Job Title: Student Teacher Assistant & Kitchen Assistant

Location: San Marcos Campus

Job Skills and Qualifications: Teacher Assistant: 6 Units in Child Development preferred.

Knowledge of ages and stages of preschool children.

Kitchen Assistant: Ability to work in a kitchen preparing meals for the children.

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

Kitchen Assistant: Assist kitchen staff with a variety of duties, including meal preparation, washing dishes, and cleaning kitchen areas.

Number of positions: 4- 2 of each assistant

Total hours per week: 20

Work schedule: Varies depending on class schedule but between the hours of 7:15 AM to 5:00 PM Monday through Friday

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Tamara Holthaus: tholthaus@palomar.edu or ext. 2578

Department: Earth, Space and Environmental Sciences (ESES)

Job Title: Student Lab Assistant

Location: NS-110 and various ESES classrooms and storerooms

Job Skills and Qualifications: Set up geology or other ESES discipline labs and classroom activities, assist ESES faculty with related projects and special events, maintain and organize supplies and materials, other activities as needed.

Number of positions: 3

Total hours per week: 5-20

Work schedule: Flexible depending on student schedule

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Wing Cheung, Professor PHONE EXT: 3652

Department: English

Job Title: Student English Writing Lab Front Desk

Location: H-102

Job Skills and Qualifications: Microsoft Word, Excel, Spreadsheets, and Document Creation, Experience with the Internet.

Duties: Receptionist Position. Internet searches and database access. Attentive to details.

Helping students Sign-In and make appointments for tutoring. Answering phones.

Some light cleaning duties.

Number of positions: 1-4

Total hours per week: 20

Work schedule: To be arranged between 9am and 5pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Leanne Maunu or Jeannette Garceau, ext 2288/2776

Department: English

Job Title: Student English Writing Lab Technician

Location: H-102

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 9am and 5pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Craig Thompson, ext 3330

Department: English as a Second Language (ESL)

Job Title: Student ESL Instructional Aide

Location: Saint John's Episcopal Church in Fallbrook (Fallbrook Campus)

Job Skills and Qualifications: English-Spanish bilingual. Ability to follow directions well. Ability to work with beginning level adult ESL students. Ability to work as a teacher's aide in an ESL classroom in Fallbrook four mornings a week. Willing to participate in the class activities.

Duties: Help small groups of students understand teacher's directions. Work one on one with low-level students on the English alphabet, numbers, and beginning level reading and writing. (Materials and directions will be provided by the instructor.) Give basic class information in English and Spanish to new students. Help with registration forms.

Number of positions: 1 to 2

Total hours per week: 10

Work schedule: Monday-Thursday 8:30am-11am

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Lee Chen or Sheri Cully ext 2273

Department: English as a Second Language (ESL)

Job Title: Student Computer Lab Assistant

Location: H-116

Job Skills and Qualifications: Knowledge of computer lab operations; experience with Microsoft Office and Internet; Knowledge of Palomar e-mail; good spoken and written English skills

Duties: Provide assistance to ESL students and instructors in assigned ESL computer classroom; give lab orientations; perform routine tasks such as preparing the computers and printers for class, logging computers off, provide basic maintenance to keep lab clean; Other duties as assigned.

Number of positions: 2

Total hours per week: 20

Work schedule: Mon – Thu hours to be arranged; morning or evening shifts

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Tracy Fung, ext 8180

Department: English as a Second Language (ESL)

Job Title: Student ESL Tutoring Center Student Office Assistant

Location: H-222

Job Skills and Qualifications: Ability to communicate and work well with diverse students, staff, and faculty. Ability to file, organize materials, and take direction. Prompt and reliable with good phone etiquette and customer service skills. Bilingual ability in English and Spanish preferred. Working knowledge of Microsoft Word, Excel, Outlook, and the Internet.

Duties: Perform a variety of general office assistance and front desk support to include greeting ESL Tutoring Center visitors, monitoring the PAT station (sign in/out process), assisting students and faculty with general questions, data entry, filing shredding. Photocopying, answering phones, scheduling tutoring appointments, and making reminder and follow up calls to students. Other tasks as assigned.

Number of positions: Up to 3

Total hours per week: 10-20

Work schedule: To be arranged between 11am-7pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Lee Chen, ext 2273

Department: English as a Second Language (ESL)-Remote Work is Available

Job Title: Student ESL Office Worker

Location: One for San Marcos ESL office H-116, & one for the Escondido ESL office ESL-610

Job Skills and Qualifications: Bilingual English/Spanish preferred. Some computer knowledge (Microsoft Word and Access preferred) and customer service abilities. Previous work in an office preferred.

Duties: In this position, the work study student will assist ESL Classified Staff in the ESL office.

Number of positions: 1-2

Total hours per week: 10-20

Work schedule: To be arranged; M-Th between 8:00am-3:00pm

Supervisor/Contact: Tracy Fung, ext 2962 or Patricia Alvarado, ext 2280

Department: English as a Second Language (ESL) Escondido

Job Title: Student ESL Computer Lab/Tutoring Assistant-Escondido

Location: ESC-405

Job Skills and Qualifications: Knowledge of basic operations of a computer lab; experience with MS office and the internet; knowledge of setting up email; bilingual.

Duties: Provide assistance to ESL students and instructors in the computer lab; give lab orientations; perform routine tasks such as preparing the computers for class, logging computer s off, and basic maintenance. Other related duties as required.

Number of positions: 1

Total hours per week: 10-12

Work schedule: Tuesday and Thursday
8:15-10:45am

7-9:30pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Tracy Fung, ext 8180

Department: Enrollment Services

Job Title: Enrollment Services Webpage Maintenance Assistant

Location: Student Services Building

Job Skills and Qualifications: Experience working with various Webpage development software packages with a preference for experience with Word Press. Strong writing and proof reading skills. Attention to detail. Ability to work with within clear direction but independently, and be accountable for completing work on designated timelines. Ability to work in a Zoom or MicroSoft Teams environment.

Duties: Work-study students in the Enrollment Services Webpage Maintenance Assistant role will assist with maintaining an engaging Webpage presence with up-to-date and accurate information that communicates to students the activities, opportunities, and deadlines that impact students the most. We are looking for creative, self-motivated, and engaging students who can motivate our students to action.

Number of positions: 1

Total hours per week: 20

Work schedule: M-Th 8:00am-5:00pm and F 7:30am-4:00pm.

Wage: \$14.00

Supervisor/Contact: Kendyl Magnuson/Eva Lauchmen ext. 2171

Department: Enrollment Services

Job Title: Enrollment Services Front Counter Assistant

Location: Student Services Building

Job Skills and Qualifications: Experience working with the public strongly preferred. Good telephone skills. Ability to work in a Zoom or MicroSoft Teams environment.

Duties: Work-study students in the Enrollment Services Front Counter Assistant role will assist with answering basic student questions around accessing their MyPalomar account and other systems. Answering basic enrollment and deadline date questions and assist with the Virtual Front Desk in Zoom.

Number of positions: 2-4

Total hours per week: 20

Filled

Work schedule: M-Th 8:00am-5:00pm and F 7:30am-4:00pm.

Wage: \$14.00

Supervisor/Contact: Kendyl Magnuson/Jamie Moss/Eva Lauchmen ext. 2171

Department: Enrollment Services

Job Title: Enrollment Services Social Media Assistant

Location: Student Services Building

Job Skills and Qualifications: Experience working with various Social Media platforms. Strong writing skills. Attention to detail. Understanding of Social Media etiquette and effective messaging. Ability to work independently, and be accountable for work completed. Ability to work in a Zoom or Microsoft Teams environment.

Duties: Working as a Social Media Assistant in the Enrollment Services Social Media Assistant role will assist with managing and creating content for our social media presence that communicates to students the activities, opportunities, and deadlines that impact students the most. We are looking for creative, self-motivated, and engaging students who can motivate our students to action.

Number of positions: 2

Total hours per week: 20

Work schedule: M-Th 8:00am-5:00pm and F 7:30am-4:00pm.

Wage: \$14.00

Supervisor/Contact: Kendyl Magnuson/Eva Lauchmen ext. 2171

Department: Enrollment Services

Job Title: Student Admissions/Financial Aid Assistant

Location: Admissions/Financial Aid Office (SSC Bldg.)

Job Skills and Qualifications: Capable of filing confidential documents. Experience with computer data entry and EXCE 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. Strong customer service skills.

Duties: Provide clerical assistance in the Admissions/Financial Aid Office. File confidential student financial aid and admissions documents. Enter data into our multiple student databases and spreadsheets including creating electronic document images. Provide great customer service to

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current and prospective students inquiring about general information over the phone, in person, and via email.

Number of positions: 4

Total hours per week: 10-20

Work schedule: Flexible scheduling to fit student's school schedule within office operating hours of M-Th 7:30am-6:00pm and F 7:30am-4:00pm.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Benjamin (Jamie) Moss ext 8117

Department: Enrollment Services

Job Title: Student 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: 3

Total hours per week: 12-20

Work schedule: To be arranged

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Pollyana Shafer, (760)744-1150 ext. 3115

Department: EOP&S

Job Title: Student EOP&S Office Specialist

Location: AA-141

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: 2

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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Lorraine Lopez, ext. 2236

Department: EOPS/CARE, CalWORKs and FYRST

Job Title: EOPS/CARE, CalWORKs and FYRST Student Ambassador

Location: AA-141

Job skills and Qualifications: Ability to communicate with peers, staff and students; knowledge of basic computer applications; pride in your Palomar College experience; confident public speaking skills; strong written and verbal communication skills; knowledge of Palomar College programs and support services; strong interpersonal and organizational skills.

Duties: Support EOPS/CARE, CalWORKs and FYRST efforts as an official representative of the college. Establish and maintain positive relationships with prospective students, high school counselors, Palomar College administrators, faculty and staff. Work collaboratively with all departments. Conduct classroom, on and off campus presentations promoting EOPS/CARE, CalWORKs and FYRST services available to students. Conduct campus tours and represent the college in varied capacities for Campus Visit program. Assist with and represent EOPS/CARE, CalWORKs and FYRST at a variety of events, both on and off campus (targeted outreach and recruitment events, new student orientation, college fairs, etc.) Assist students with Palomar College and FAFSA applications.

Number of positions: 2

Total hours per week: Not to exceed 20 hours

Work schedule: Varies; General schedule is Monday – Friday, however evening and/ or weekend hours may be necessary.

Wage: \$16.00 per hour

Supervisor/Contact: Lorraine Lopez, ext. 2236

Department: Facilities/Grounds Services

Job Title: Student Groundskeeper

Location: San Marcos Campus

Job Skills and Qualifications: Must be registered in 12 units for the fall and spring semesters; perform grounds maintenance and routine gardening work; operate a variety of grounds main equipment, power and hand tools; understand and follow oral and written instructions; maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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Duties: To provide a variety of semi-skilled landscaping and grounds maintenance duties involved in the maintenance of landscaped areas on campus; to operate grounds main machinery, equipment and tools.

Number of positions: 3

Total hours per week: 20

Work schedule: TBD

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Tony Rangel ext 3020

Department: Facilities

Job Title: Student Office Assistant

Location: San Marcos Campus- RS Building

Job Skills and Qualifications: Clerical and secretarial experience. Modern office practices, procedures and equipment including computers and applicable computer programs (i.e. Microsoft Office). Communicating clearly and effectively, both orally and in writing.

Duties: Provide general office assistance to the Facilities Department; organize and maintain a variety of standard office and specialized records & files; create and maintain spreadsheets and databases to track projects; receives, opens, sorts, and distributes office mail

Number of positions: 1

Total hours per week: 20

Work schedule: To be Arranged M-F 7:30-4:30

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Dayna Schwab, ext 3451

Department: Financial Aid, Veterans & Scholarship Services

Job Title: Student Financial Aid Student Worker- Back Office

Location: Financial Aid (SSC)

Job Skills and Qualifications: Working knowledge of Microsoft Word, Excel, Outlook, and the Internet is highly desirable. Significant experience with computer data entry. Basic understanding of Financial Aid procedures. Ability to communicate and work well with diverse students, staff, and faculty. Payment is negotiable.

Filed

Duties: Scan Financial Aid files, file confidential student financial aid application documents, data entry, printing and copying.

Number of positions: 1

Total hours per week: 15-20

Work schedule: To be Arranged

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Beth Hicks, ext. 2404

Department: Financial Aid, Veterans & Scholarship Services

Job Title: Student Office Assistant

Location: Financial Aid (SSC)

Job Skills and Qualifications: FAFSA knowledge is desirable. 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 students with forms and questions, other office duties as needed.

Number of positions: 1

Total hours per week: 12-20

Work schedule: To be Arranged

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Beth Hicks, ext. 2404

Department: Fiscal Services

Job Title: Student Cashier/Accounting Clerk

Location: Fiscal Services A-2

Job Skills and Qualifications: Cashiering experience, interest in gaining an introduction to accounting, excellent customer service, great customer service, responsible and reliable.

Duties: Process student payments associated with enrollment, tuition and fees, parking permits, and perform other projects as assigned. Other projects may include processing departmental receipts, collecting deposits, and other light accounting duties.

Miscellaneous: This position is ideal for students interested in obtaining a degree in any business related field, including, but not limited to accounting, business operations, finance, etc.

Number of positions: 1-2

Total hours per week: 20

Work schedule: To be arranged

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Manager/Contact: Robert Threatt, ext. 3764

Department: Fiscal- Cashier's Office

Job Title: Student Cashier Clerk

Location: Fiscal Services A-2

Job Skills and Qualifications: Prior cashiering or customer service experience (desired but not required)

Duties: Perform cashiering and record keeping duties. Also involves serving students at the cashier window by collecting payments, cash handling, and answering questions pertaining to the tuition fees and financial aid. Duties also include light accounting work, updating student accounts in the college financial system, answering phones, filing, and assisting students with other general questions and needs.

Number of positions: 2

Total hours per week: 20

Work schedule: To be arranged

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Manager/Contact: Cassandra Stone, ext. 3660

Department: Fiscal- Cashier's Office

Job Title: Federal Work Study Student- Cashier Position

Location: Fiscal Services A-2

Job Skills and Qualifications: Prior cashiering or customer service experience (desired but not required). **Must Qualify for Federal Work Study.**

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Duties: Perform cashiering and recordkeeping duties; to include, but not limited to, serving students at the cashier window by collecting payments, cash handling, and answering questions pertaining to their tuition, fees and financial aid. Duties also include light accounting work, updating student accounts in the College's financial system, answering phones, filing, and assisting students with other general questions.

Number of positions: 3 to 4

Total hours per week: Position averages 10-15 hours per week.

Work schedule: Flexible but must be able to work either Wednesday or Thursday.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Manager/Contact: Please submit your completed application to Cassandra Stone, Manager of Student Accounts and Cashiering, at cstone@palomar.edu, (760)744-1150 ext. 3660

Department: Fiscal Services/ Accounting Payable

Job Title: Accounting Clerk (FWS)

Location: Fiscal Services A-2, San Marcos campus

Job Skills and Qualifications: Accounts Payable/Accounts Receivable experience. 10-key Calculator and MS Excel preferred. Business or Accounting major. Basic knowledge and understanding of Accounting Principles. Good communications and analytical skills. Fast learner, detail oriented and a self-starter with minimum supervision.

Duties: Assist the department with various administrative support duties. Follow District's AP Policy to process and/or to review District's Accounts Payable check requests, including, but not limited to, travel expenses, employee reimbursements, credit card statement, etc. Filing, copying, scanning, sorting AP checks and documents. Reconcile low activity Accounts Payable accounts. General accounting duties. This position is ideal for students interested in Accounting or related fields as a career.

Miscellaneous Information: This position is ideal for students interested in obtaining a degree in any business related field, including, but not limited to accounting, business operations, finance, etc.

Number of positions: 1

Total hours per week: 20

Work schedule: To be arranged

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Manager/Contact: Ping Lee, ext. 3661

Department: Fitness Center (Athletics)

Job Title: Front Desk Staff & Quality Control Lead

Location: WFC-1

Job Skills and Qualifications: Customer service experience, flexible schedule (available to open, close, and/or work Saturdays), reliable, punctual, and the ability to solve problems effectively and efficiently. *Minimum of 6 credit units required during the Fall/Spring Semesters and 3 units during the Summer session.*

Duties: Include, but not limited to: The ability to self-initiate and follow PC and FC policy and procedures. Included, but not limited to Customer Service, Quality Control, campus errands, light administrative duties, equipment sanitation and Facility maintenance/ cleaning duties, and additional duties as needed.

Number of positions: 5

Total hours per week: 20

Wage: \$16.00 per hour -based on experience

MANAGEMENT CONTACT: Paul Boley, pboley@palomar.edu

SUPERVISOR CONTACT: Michelle Fifield, mfifield@palomar.edu

PHONE EXT: 760-744-1150 x2486 (Paul Boley)

TO APPLY: Fill out an application and email to fitnesscenter@palomar.edu. Or return to Fitness Center after January 17, 2022. Include a copy of your FWS notification stating your award. Yenifer Maldonado: ymaldonado@palomar.edu can assist with award notification.

WORK SCHEDULE: We will work around your class schedule. Must be available to open, close, and/or work Saturdays. The Fitness Center is closed on Sundays and all Holidays.

PREFERRED WORK SCHEDULE: TO BE DETERMINED. The Fitness Center is closed Sundays and most Holidays.

Department: GEAR UP Program

Job Title: Student Tutor/Mentor

Location: San Marcos and Escondido 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

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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: 4

Total hours per week: 15-20

Work schedule: In-class Monday – Friday 7:30 am – 2:00 pm; afterschool, Monday – Friday 2:30 pm – 6:00 pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Joe Vasquez, PC GEAR UP Coordinator, (760) 744-1150 ext 2240

Department: Graphic Communications

Job Title: Student Graphics Assistant

Location: MD Building, San Marcos Campus

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

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

Number of positions: 4

Total hours per week: 20

Work schedule: TBA

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Mark Bealo, ext 2958

Department: Graphic Communications

Job Title: Student Graphics Print Assistant

Location: MD Building, San Marcos Campus

Job Skills and Qualifications:

1. Knowledge of Photoshop, Illustrator, InDesign graphics process and layout
2. Ability to operate a variety of graphics equipment including computers and printers.
3. Good communication skills.

Duties:

1. Assist students and faculty in printing a variety of graphic art productions. Printed materials including but not limited to posters, labels, calendar, brochures, flyers, and T-shirt transfers.
2. Communicate with students and faculty regarding the outputs.

Number of positions: 1

Total hours per week: 10-20

Work schedule: TBA

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Ken Dodson/Meei-chun Gau, ext 2452

Department: Health Services

Job Title: Health Promotion Assistant

Location: Must be available to work at all Palomar College locations

Job Skills and Qualifications: Seeking organized, detail oriented individual passionate about health education. Must be responsible and reliable. Knowledge of campus services preferred. Experience with creating marketing materials, updating social media and presentations.

Duties: The Health Promotion Assistant is responsible for assisting the Student Health Center with a variety of health education outreach program activities and events on campus. This includes providing support during health education events, developing and distributing promotional materials and classroom presentations.

Number of positions: 1

Total hours per week: up to 16

Work schedule: Depend on the needs of the Student Health Center

Wage: \$14.00

Supervisor/Contact: Please e-mail resume or CV to Kimberlee Ahinger in the Student Health Center at: kahinger@palomar.edu or call: (760) 891-7530

Department: Information Services

Job Title: Switchboard and Help Desk Support Assistant

Location: A-110, San Marcos

Job Skills and Qualifications: Basic office equipment and computer proficiency required, including MS Office (Word, Excel, PowerPoint, Outlook).
Ability to speak, read and write English clearly and correctly.
Customer service skill and the ability to work with a diverse population.
Familiarity with Palomar College, or with K-12 or higher education services, operations and environments.
Understanding and following oral and written directions.
Exercising tact and diplomacy in dealing with sensitive and difficult issues and situations.
Establishing and maintaining effective working relationships with those encountered in the course of work.
Responding calmly, efficiently and creatively to last-minute and emergency equipment needs/malfunctions calls from faculty, staff and administrators.
Meeting schedules and timelines.
Preparing clear, concise and comprehensive documentation, reports and other written materials.

Duties: Provide basic clerical, office and technical support functions and telephone assistance. Answer calls to the District switchboard and transfer calls to appropriate departments/individuals. Assist employees, students, vendors and members of the public by telephone, in-person, and by email. Respond professionally and courteously to questions and requests for assistance. Operate radio to contact Information Services technicians.

Number of positions: 2

Total hours per week: 20

Work schedule: Flexible between Monday-Friday

Wage: \$14.00 or \$15.00 per hour depending on experience.

Supervisor/Contact: Connie Moise/ Kathy Davis, ext 2140

Department: International Education

Job Title: International Student Assistance

Location: SU 103, San Marcos

Job Skills and Qualifications: Brief knowledge of international admissions process. Capable of filing confidential documents in correct order. Experience with computer data entry. Capability to communicate with diverse group of people.

Duties: Provide clerical assistance in the Office of International Education. File/scan confidential student documents. Post and update information on social media. Respond to inquiries and maintain communication. Create special database using Microsoft Access and Excel. Assist the office staff with special events such as new international student orientation sessions.

Number of positions: 1 to 2

Total hours per week: 10-20

Work schedule: To be arranged

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experiences.

Supervisor/Contact: Yasue O'Neill Ext. 2167

Department: Library

Job Title: Computer Assistant

Location: San Marcos

Job Skills and Qualifications: Computer literate. Preferred: Strong experience with Microsoft Office applications, Google applications, Adobe applications, and the Go-Print system/procedures and the Internet. Must be able to communicate well in English. Must be able to work with public in a professional manner.

Duties: Provide assistance to students with Microsoft Office, Google, Adobe, Go-Print and printing issues.

Number of positions: 3

Total hours per week: 4-4.5

Work schedule: Monday-Tuesday: 7:30am-11:30am, Wednesday-Thursday: 2:30pm-6:30pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Connie Sterling, ext: 2621

Department: Life Sciences

Job Title: Student Glassware Washer

Location: NS-224

Job Skills and Qualifications: Responsible person that wants to work and follows directions

Duties: Washing laboratory glassware like flasks, beakers and test tubes; putting away clean glassware

Number of positions: 1

Total hours per week: 8-20

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Work schedule: Flexible between Monday-Friday 8:00am-4:00pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Steve King/Chris Hall/Margarita Vega, ext: 2844/2726/2523

Department: Life Sciences

Job Title: Student Lab Assistant

Location: NS-224

Job Skills and Qualifications: Responsible person that has successfully completed at least one science course including laboratory (e.g. General Biology, General Chemistry, Microbiology, etc.) Biology major desirable. Ability to follow directions and work as a team member.

Duties: Preparing microbiological media, making solutions, operating autoclave, assisting in waste disposal, cleaning glassware, assisting in assembly and cleanup of laboratory exercises.

Number of positions: 3

Total hours per week: 8-20

Work schedule: Flexible between Monday-Friday 8:00am-4:00pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Steve King/Chris Hall/Margarita Vega, ext: 2844/2726/2523

Department: Mathematics Learning Center

Job Title: Student Math Tutor

Location: MC-1 (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: 4

Total hours per week: 8-12

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

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Fariheh Towfiq, ext. 2716

Department: Mathematics Learning Center

Job Title: Student Clerical Assistant

Location: MC-1 (San Marcos Campus)

Job Skills and Qualifications: Ability to perform various clerical tasks, serve as a receptionist, answer phone and greet visitors, maintain accurate records and files, analyze situations accurately and adopt an effective course of action, respond to requests and inquiries from students, understand and follow oral and written instructions, and communicate clearly and concisely.

Duties: Work at the counter, do filing, answer phone, hand out exams, check out textbooks and calculators for students as needed, or perform other office duties in support of the Mathematics Learning Center.

Number of positions: 2

Total hours per week: 8-12

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

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Fariheh Towfiq, ext. 2716 or Yuan-Lin (Annie) Lee, ext 2728

Department: Media Studies/Digital Broadcast Arts

Job Title: Video Production Lab Assistant

Location: Q-9

Job Skills and Qualifications: Responsible person, works well with others, good communicator. Basic computer knowledge. Video editing skills are preferred but not required. Training will be provided.

Duties: Giving students access to the edit suites. Monitoring the lab. Checking out equipment to students. Archiving past video productions.

Number of positions: 1

Total hours per week: 14

Work schedule: Monday –Thursday 5:30pm-9:00pm

Wage: \$14.00/hour

Supervisor/Contact: Gregg Baker gbaker@palomar.edu ext 2447

Department: Media Studies/Digital Broadcast Arts

Job Title: Student Video Lab Assistant

Location: PCTV and Q-1 studio

Job Skills and Qualifications: Knowledge and skills with video cameras, audio and lighting equipment. Ability to work effectively with beginning to advanced level RTV students. Prior experience with TV studio equipment preferred but not required. Editing experience with Final Cut Pro plus.

Duties: Assist students in the TV studio labs to complete video projects. Work with instructor to oversee equipment use in student projects. Hours vary based on projects but include a regular lab on Thurs 9-12:20pm and/or Wed 11-2pm

Number of positions: 2

Total hours per week: 8-12

Work schedule: Monday -Varies

Tuesday 9am-11am

Wednesday 11am-2pm

Thursday 9am-12:30pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Lisa Faas lfaas@palomar.edu ext 3646

Department: Media Studies/Digital Broadcast Arts

Job Title: Student Video Editing Assistant

Location: MD Building and Q Building

Job Skills and Qualifications: Knowledge and skills with Final Cut Pro editing software and Mac operating systems. Ability to work effectively with beginning to advanced level editing students. Prior experience with Final Cut Pro is required with a short sample of edited projects

Duties: Assist students in use of Final Cut Pro editing software to complete video projects. Work with instructor to transfer files and output student projects

Number of positions: 1

Total hours per week: 6

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Work schedule: Monday & Wednesday 2:00-5:00pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Lisa Faas lfaas@palomar.edu ext 3646

Department: Media Studies/Digital Broadcast Arts

Job Title: Student Office Assistant

Location: P-31/Q-9

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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

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

Department: Media Studies/Digital Broadcast Arts

Job Title: Student Web Master

Location: P-31

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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Pat Hahn ext. 2964

Department: Media Studies / The Telescope

Job Title: Student Office Manager / Student Administrative Assistant

Location: H-103

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: 2

Total hours per week: 8-10

Work schedule: Open

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

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

Department: Media Studies / The Telescope

Job Title: The Telescope's Student Online Editor

Location: H-103

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

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

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

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

Department: Media Studies / The Telescope

Job Title: Student Distribution Manager

Location: H-103

Job Skills and Qualifications: You must have Monday and Wednesday mornings from 8 a.m. to noon available. You will have to take an online test to drive a golf cart. You must also be able to lift 30 pounds to move newspaper stacks and occasionally arrange newspaper racks. This job requires good organizational skill to keep the newspapers in order. You MUST be reliable because the newspaper has to go out on time every week!

Duties: You will be responsible for picking up The Telescope newspaper Monday mornings and refilling empty racks on Wednesdays. When not on your route, you will keep The Telescope newsroom open for student writers and editors, organize newspapers and take care of other office duties.

Number of positions: 1

Total hours per week: 10-15

Work schedule: 4 hrs Mon, Tue, Wed, 3 hrs Thurs to be arranged

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

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

Department: Multicultural Studies

Job Title: Student Office Assistant

Location: MD-364

Job Skills and Qualifications: Equivalent to the twelfth grade, ability to understand basic office equipment and use accordingly with instructions.

Duties: Under direct supervision of department chair, faculty, and ADA; perform basic entry level duties and assistance with printing, copying, scanning, and filing.

Number of positions: 1

Total hours per week: 20

Work schedule: To be arranged with supervisor.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Dr. Rodolfo Jacobo, ext 2207

Department: Occupational & Noncredit Programs (AEBG)

Job Title: Test Proctor

Location: Varies

Job Skills and Qualifications: Effective communications skills (written and spoken), dependability, experience with computers and Internet applications, customer service experience. Bilingual English/Spanish.

Duties: Proctoring standardized testing sessions at the beginning (2nd and 3rd weeks) and end (14th and 15th weeks) of the semester. Duties include setting up testing stations, managing testing sessions, assist students during testing sessions, securing testing labs at conclusion of testing session, and maintaining integrity of testing equipment and testing process at all times.

Number of positions: 2-3

Total hours per week: 2-15

Work schedule: Mon-Thurs 8:00am-11:00am and 6:00pm-9:30pm

Wage: \$14.00/hour

Supervisor/Contact: Suzanne Sebring or Christie Sifferman, ext 3287

Department: Outreach Services

Job Title: Communications and Marketing Assistant

Location: TLC

Job Skills and Qualifications: Desire to advance skills in communications, marketing and public relations. Customer service and communication skills. Attention to detail. Ability to communicate with public, peers, students and staff, of diverse backgrounds, ages and educational experience. Computer knowledge and ability to use MS Office Programs. Support positive work environment.

Duties: Looking for an employment experience that will support your career? Join the Outreach Services team! Directly support Outreach Manager with varied projects within the scope of communications and marketing for prospective students of all ages, backgrounds and experience. Build email campaigns, create content, design social media type updates, contact prospective students. Provide support, ideas, and input as we build new department. Potential for work within Customer Relations Management software. Support department events. Position has room for growth.

Number of positions: 2

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Total hours per week: 10-20

Work schedule: Within 9:00am -4:00PM, Monday through Friday

Wage: \$14.00 or \$16.00 per hour depending on experience.

Palomar College Phone Number: 760-744-1150

Supervisor/Contact: Deanna Shoop, ext 3752

Department: Outreach Services

Job Title: Campus Tour Guide

Location: TLC

Job Skills and Qualifications: Energy and passion towards educating prospective students and families about the college and campus. Ability to communicate with the public, peers, students and staff, of diverse backgrounds, ages and educational experience. Ability to learn campus facts and information. Dedication to providing a positive, motivating, welcoming experience. Support positive work environment.

Duties: Looking for an employment experience that will support your career? Join the Outreach Services team! Serve as an official representative of the college, providing engaging and enthusiastic campus tours for families and groups. Guide guests to various campus resources based on their needs. Provide quality customer service. Maintain up-to-date knowledge of services and campus resources. Support department events. Training provided.

Number of positions: Many

Total hours per week: 5-10

Work schedule: Flexible options, including "on-call" basis, Monday thru Friday

Wage: \$16.00 per hour

Palomar College Phone Number: 760-744-1150

Supervisor/Contact: Deanna Shoop, ext 3752

Department: Outreach Services

Job Title: High School Rep - OR - Middle School Rep

Location: TLC

Job Skills and Qualifications: Energy and passion towards educating prospective students and families about the college and campus. Ability to communicate with the public, peers, students and staff, of diverse backgrounds, ages and educational experience. Ability to learn campus facts

Palomar College Phone Number: 760-744-1150

and information. Dedication to providing a positive, motivating, welcoming experience. Support positive work environment.

Duties: Looking for an employment experience that will support your career? Join the Outreach Services team! Serve as an official representative of the college, providing engaging and enthusiastic school presentations. Guide students and school counselors to various campus resources. Provide quality customer service. Maintain up-to-date knowledge of services and campus resources. Support department events. Training provided.

Number of positions: Many

Total hours per week: 5-15

Work schedule: Flexible options, including “on-call” basis, Monday thru Friday

Wage: \$16 per hour

Palomar College Phone Number: 760-744-1150

Supervisor/Contact: Deanna Shoop, ext 3752

Department: Outreach Services

Job Title: Office Operations Assistant

Location: TLC

Job Skills and Qualifications: Desire to learn, grow and build skills to support your career. Computer knowledge and ability to use MS Office Programs. Attention to detail is a must. Ability to support a positive work environment.

Duties: Looking for an employment experience that will support your career? Join the Outreach Services team! Provide support to overall department operations. Provide clerical support such as organization, creating Microsoft Office files, campus deliveries and help in launching the new department. Help maintain department organization of large volume of brochures and promotional materials. Support department events.

Number of positions: 2

Total hours per week: 10-15

Work schedule: Flexible within 9:00 am – 4:00 pm, Monday through Friday

Wage: \$14.00 per hour

Palomar College Phone Number: 760-744-1150

Supervisor/Contact: Deanna Shoop, ext 3752

Department: Outreach Services

Job Title: Campus Tour Guide for middle Schools

Location: TLC

Job Skills and Qualifications: Energy and passion towards educating middle school students about college life, Palomar College and the campus. Ability to communicate with student and teachers of diverse backgrounds, ages and educational experience. Ability to learn campus facts and information. Dedication to provide a FUN, positive, motivating, welcoming experience. Support positive work environment.

Duties: Looking for an employment experience that will support your career? Join the Outreach Services team! Serve as an official representative of the college, providing engaging and enthusiastic campus tours for middle schools. Many groups are here for Planetarium Field trip. Provide motivating and inspiring college messages to a younger audience. Provide quality customer service to visiting guests. Maintain up-to-date knowledge of services and campus resources. Support department events. Training provided.

Number of positions: Many

Total hours per week: 4-10

Work schedule: Flexible options, including "on-call" basis, mostly Tuesday & Thursday, some other days

Wage: \$16.00 per hour

Palomar College Phone Number: 760-744-1150

Supervisor/Contact: Deanna Shoop, ext 3752

Department: Outreach Services

Job Title: Outreach Associate

Location: TLC

Job Skills and Qualifications: Desire to learn about outreach, recruitment, public relations or marketing. Customer service and communication skills. Attention to detail. Ability to communicate with public, peers, students and staff, of diverse backgrounds, ages and educational experience. Computer knowledge and ability to use MS Office Programs. Support positive work environment.

Duties: Looking for an employment experience that will support your career? Join the Outreach and Onboarding Services team! Directly support Outreach Manager with varied projects within the scope of outreach, recruitment, public relations and marketing. Shadow manager, building your outreach knowledge. Provide clerical and organizational support for department. Provide ideas and input as we build new department. Attend and support varied events. Position has room for growth.

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Number of positions: 2

Total hours per week: 10-20

Work schedule: Set work schedule, around your class times, Monday thru Friday. Options to help with occasional local evening college fairs if desired.

Wage: \$14.00 or \$16 per hour depending on experience.

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Supervisor/Contact: Deanna Shoop, ext 3752

Department: Outreach Services

Job Title: Welcome Center Ambassador

Location: TLC

Job Skills and Qualifications: Energy and passion towards educating prospective students and families about the college and campus. Ability to communicate with the public, peers, students and staff, of diverse backgrounds, ages and educational experience. Ability to learn campus facts and information. Dedication to providing a positive, motivating, welcoming experience. Support positive work environment.

Duties: Looking for an employment experience that will support your career? Join the Outreach and Onboarding Services team! Serve as an official representative of the college, providing engaging and enthusiastic interaction for families and groups. Guide guests to various campus resources based on their needs. Provide quality customer service. Maintain up-to-date knowledge of services and campus resources. Support department events. Training provided.

Number of positions: Many

Total hours per week: 5-20

Work schedule: Set work schedule, around your class times, Monday thru Friday. Options to help with occasional local evening college fairs if desired.

Wage: \$16 per hour

Palomar College Phone Number: 760-744-1150

Supervisor/Contact: Deanna Shoop, ext 3752

Department: Performing Arts

Job Title: Advertising and Community Outreach Associate

Location: Performing Arts Complex

Job Skills and Qualifications: Palomar Performing Arts is seeking an Advertising and Community Outreach Associate to help plan and implement community outreach and advertising activities. Students studying Marketing/Advertising/Public Relations/Arts - Music, Theatre, and Dance should apply. Must possess superior communications and organizational skills, adaptability and a strong interest in the arts and/or learning promotions and advertising techniques for live entertainment events. Should be proficient in Microsoft Windows software applications including Word, Excel, Power Point, etc.

Duties: Monitor lab activities, sign students in and out. Primary job duties will include: coordinating street team efforts, social media, and advertising/marketing/public relations plans and implementation, working closely with the creative/design/production team(s) to gather, create, and distribute advertising materials including posters, heralds, and participating in various events on campus, working with local media partners and assisting at the venue as needed and/or available. Other duties can be assigned on a project basis as objectives and tactics develop throughout the semester.

Number of positions: 2

Total hours per week: 20

Work schedule: Morning, Afternoons, and Evenings are available.

Wage: \$14.00 per hour

Supervisor/Contact: Carl Thompson, (760)744-1150 ext. 3997

Department: Performing Arts

Job Title: Computer Music Lab Assistant

Location: Music area

Job Skills and Qualifications: Basic computer literacy. Must be patient, respectful, and be able to work well with students and faculty. Familiarity with Finale, ProTools and Reason are a plus but not a requirement.

Duties: Monitor lab activities, sign students in and out. The ability to assist students as needed with computer music and other music class assignments is a plus but not a requirement.

Number of positions: 3 or 4

Total hours per week: 12

Work schedule: Between 9:00am and 9:00pm Mon thru Thurs; between 10:00am and 4:00pm Fri.

Wage: \$14.00 or \$15.00 per hour depending on experience.

Supervisor/Contact: Tom Daily (x 2327) tdaily@palomar.edu, and Madelyn Byrne (x2809) mbyrne@palomar.edu

Department: Performing Arts

Job Title: Student 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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Lorrena Harvey Lharvey@palomar.edu; ext. 2567

Department: Performing Arts / Music Area

Job Title: Student 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

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Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

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

Department: Performing Arts / Music Area

Job Title: Computer Music Lab Assistant

Location: Music area

Job Skills and Qualifications: Basic computer literacy. Must be patient, respectful, and be able to work well with students and faculty.

Familiarity with Finale, ProTools and Reason are a plus but not a requirement.

If you are willing to learn and work hard, we would be happy to hire you even if you do not have prior experience.

Duties: Monitor lab activities, sign students in and out. The ability to assist students as needed with computer music and other music class assignments is a plus but not a requirement.

Number of positions: 3 or 4

Total hours per week: Approximately 12, but this is flexible.

Work schedule: Between 9:00am and 9:00pm Mon thru Thurs;
between 10:00am and 4:00pm Fri.

Wage: \$14 to \$15 per hour depending on experience.

Supervisor/Contact: Tom Daily (x 2327) tdaily@palomar.edu, and Madelyn Byrne (x2809) mbyrne@palomar.edu

Department: Performing Arts

Job Title: Student Box-Office Window Assistant

Location: Howard Brubeck Theatre Box-Office- PAC 101

Job Skills and Qualifications: Understand and work with computer ticketing software (training will be provided) Customer service skills: processing ticket orders for patrons & answering phones. Handling of money and credit card transactions safely while following procedures. Work some nights and weekends for PAD seasonal performances schedule.

Duties: The Box Office Window asst. is the contact between the Performing Arts and our patrons. This position requires you to sell tickets both at the window as well as taking phone orders. Accountable for drawer monies and credit card sales. Other office duties as required.

Number of positions: 1

Total hours per week: 8+

Work schedule: With some extra hours to be scheduled on nights and weekends.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Heather Murray, ext. 3049

Department: Performing Arts

Job Title: Student PAD Performance Box-Office Window Assistant

Location: Howard Brubeck Theatre Box-Office- PAC 101

Job Skills and Qualifications: Understand and work with computer ticketing software (training will be provided) Customer service skills: processing ticket orders for patrons & answering phones. Handling of money and credit card transactions safely while following procedures. Work flexible nights and weekends for PAD seasonal performances as needed

Duties: The PAD Performance Box Office Window asst. is the first contact between the Performing Arts and our patrons arrive for a performance This position requires you to sell tickets at the window, set up pre-paid "Will Call" tickets on at the time of the event. Accountable for cash drawer and credit card sales and balance out cash drawer at the close of events. Run event reports from software. Must be able to work nights and weekend hours according to PAD Performance Season.

Number of positions: 1

Total hours per week: to be arranged

Work schedule: Nights and weekends: to be arranged according to PAD schedule.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Heather Murray, ext. 3049

Department: Performing Arts

Job Title: Student 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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Lorrena Harvey Lharvey@palomar.edu, ext. 2567

Department: Photography AMBCS

Job Title: Student Photo Digital Lab Assistant

Location: F-22 Lab & MD-223

Job Skills and Qualifications: Hard working, strong communication skills, self starter, detail oriented, computer skills MS Word, good cleaning skills, mop and broom, admin: good office skills, filing, book keeping.....(will train)

Duties: Cleaning of learning environment and lab, check out/in equipment to students, maintain inventory and equipment logs, replace print inks. (will Train)

Number of positions: 1

Total hours per week: 17

Work schedule: Mon, Tues Wed 10:00am-2:00pm
Fri 9:00am-2:00pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Photography Dept ext 2440

Department: Photography AMBCS

Job Title: Student Photo Lab Assistant

Location: F-22 Lab

Job Skills and Qualifications: Hard working, strong communication skills, self starter, detail oriented, computer skills MS Word, good cleaning skills, mop and broom. admin: good office skills filing, book keeping (will train)

Duties: Cleaning of learning environment and lab, check out /in equipment to students maintain inventory logs, assist students. (will train)

Number of positions: 1

Total hours per week: 20

Work schedule: Mon-Thurs 4:00pm-9:00pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Photography Dept ext 2440

Department: Police Department

Job Title: Front Desk Clerk

Location: San Marcos

Job Skills and Qualifications:

Knowledge of:

Modern office procedures, methods and equipment including computers.

Principles and procedures of record keeping.

Ability to:

Have good customer service.

Perform various clerical tasks in support of an assigned function.

Serve as a receptionist, answer multi-line phone, greet students, faculty, staff and general public.

Maintain accurate records and files for assigned area; and monitor various logs and files for current and accurate information

Analyze situations accurately and adopt an effective course of action.

Respond to request and inquiries from students, faculty, staff and the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Operate office equipment including computers and supporting word processing and spreadsheet applications

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

Duties: To provide general office assistance in support of an assigned function; to perform a variety of clerical and secretarial tasks; to provide information to students, faculty, staff and the general public and maintain a variety of records and files.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

Essential Functions:

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Perform a wide variety of clerical and secretarial tasks in support of an assigned function including, typing, filing and copying.

Serve as receptionist: Answer multi-line telephone and greet guests' and provide information to students, faculty, staff and the general public relative to assigned function.

Maintain accurate and up-to-date files and records for assigned area; and monitor various logs and files for current and accurate information.

Review completed forms for accuracy and completeness.

Refer students, faculty, staff and general public to appropriate departmental staff, departments, and resources.

Post bulletins and messages requested by staff and faculty.

Operate a variety of office equipment including a copier, calculator and computer; enter important information into the computer.

Marginal Functions:

Assist with special projects as needed.

Perform related duties and responsibilities as required.

Number of positions: 1

Total hours per week: 16

Work schedule: Tuesday and Thursday 8:00a.m.-4:00p.m.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Candy Santos 760-744-1150 ext. 3289

Department: Reading Services

Job Title: Student Front Desk Assistant/Tutor

Location: Reading Center, H-114

Job Skills and Qualifications: Ability to file, organize materials, work well with others, and take direction.

Duties:

- Tutor Reading students with homework assignments.
- Schedule tutoring appointments.
- Assist students with lab programs and questions.
- Provide assistance to students with P.A.T. system.
- Assist at the front desk as needed: checking out materials, lab folder assembly, returning books to shelves, etc.
- Clean computer stations, tutoring rooms, and classrooms

Number of positions: 3

Total hours per week: 10-20

Work schedule: To be arranged with student between 8am-9:15pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Melinda Carrillo, ext. 2570

Department: Service Learning

Job Title: Service Learning Student Assistant

Location: P-8B

Job Skills and Qualifications: Basic clerical skills, good oral and written communication skills, good computer skills, works well with diverse communities, reliable, detail-oriented, social justice oriented.

Job Duties/Description: Provide assistance to two coordinators in the areas of office support and outreach. The student assistant will complete clerical tasks, communicate with campus community, conduct internet research, and work on special projects. Training will be provided as needed.

Number of positions: 1

Total hours per week: 10

Work schedule: Monday-Friday, 9:00am-5:00 pm

Wage: \$16.00 per hour

Supervisor/Contact: Angela Kong akong@palomar.edu, ext. 3734

Department: STEM-Mathematics, Science, and Engineering (MSE) Division

Job Title: STEM Ambassadors

Location: NS-130

Job Skills and Qualifications: STEM Ambassadors should be comfortable with STEM-related topics and education. STEM Ambassadors must be self-motivated, possess good written and oral communication skills, knowledge and sensitivity in working with a diverse group of students; general knowledge of Palomar College; ability to work both independently with minimal supervision, and in a team group setting.

Applicants must be current Palomar College students, enrolled in a minimum of six units, and maintain a 2.0 GPA. Applicants should have reliable transportation- reasonable accommodations

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can be made. The work site will be at Palomar College and target schools in North County San Diego.

Job Duties/Description: Under the direction and supervision of the STEM Outreach Specialist, STEM Ambassadors are expected to conduct STEM demonstrations and give informational presentations to middle school, high school, college audiences, and their families. STEM Ambassadors will support on-campus and off-campus events. STEM Ambassadors will work no more than 10 hours per week depending on need and schedule could vary week-to-week (some night and weekend hours may be scheduled). STEM Ambassadors will perform the following duties:

- Conduct hands-on science demonstrations for K-12 audience with training and support from others
- Participate in student-panel discussions or short presentations to share personal STEM academic experience
- Distribute information about Palomar College STEM programs at career fairs and community events to potential students and their families
- Attend scheduled meetings, training, and off-campus events
- Establish and maintain a positive rapport with students and staff
- Assist with STEM marketing: distribute flyers, create content for STEM social media, etc

To be considered for an interview please apply at <https://www2.palomar.edu/pages/stemambassadors/> and submit your resume to Kate Crocker via email: kcrocker@palomar.edu

Number of positions: 2-4

Total hours per week: 6-10

Work schedule: to be arranged with supervisor

Wage: \$14.00 per hour

Supervisor/Contact: Kate Crocker kcrocker@palomar.edu, (760)744-1150 ext. 2247

Department: Student Wellness Advocacy Group

Job Title: Wellness Mentor

Location: Palomar San Marcos Campus DR-4

Job Skills and Qualifications: Mentors must be open minded, reliable, flexible, and willing to learn, and are passionate about mental health and wellness.

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Job Duties/Description: Mentors will be trained to give presentations on mental health and wellness topics. This includes public speaking training. Mentors will be responsible to educate and engage the students in tabling activities that relate to mental health and wellness.

Total hours per week: 10

Work schedule: Wednesdays 10-2 pm, Thursday 11-3 pm, Fridays 8-3 pm

Wage: \$14.00 per hour

Supervisor/Contact: Alexis Garcia agarcia3@palomar.edu, ext. 2680

Department: Student Life & Leadership (Food & Nutrition Center)

Job Title: Student Staff Specialist (F&NC)

Students hired for this position will have various tasks. Training will be included in their work hours. As campus opens and there is an increased need for student services, position duties and responsibilities may vary.

Location: San Marcos Campus, Food & Nutrition Center (SU-40)

Job Skills and Qualifications: Student must be self-motivated, reliable and possess student-centered customer service skills. Basic computer skills and ability to lift and move objects (not to exceed 30lbs).

Knowledge to maintaining sensitive and confidential information.

Duties:

- Stock Shelves
- Take orders (phone, computer and in-person)
- Pre-bag orders
- Maintain inventory lists
- Follow guidelines for proper sanitation and cleaning
- Assist with food distributions
- Answer telecommunications

Number of positions: Varies

Total hours per week: 6-12 hours a week

Work schedule: Monday-Thursday

Wage: \$14.00 per hour

Supervisor/Contact: Pippa Pierce, ext. 2529

Department: Student Costume Technician Assistance

Job Title: Student Assistant

Location: PAC-213 and Howard Brubeck Theatre

Job Skills and Qualifications: Proficient in hand sewing; exposure to stage-makeup and hair techniques; knowledge of basic sewing machines. Eagerness to learn; ability to stay organized; basic crafting techniques; flexible scheduling.

Duties: Attend productions and technical rehearsals as wardrobe crew chief, working with other theatre students to facilitate the smooth running of productions; provide costume building and compiling support for all and dance productions; assist with post production costume duties. May include nights and weekends as available.

Number of positions: 2

Total hours per week: 17

Work schedule: to be arranged with supervisor

Wage: \$14.00 per hour

Supervisor/Contact: Lorrena Harvey lharvey@palomar.edu, exr. 2567

Department: Teaching and Learning Center San Marcos

Job Title: Promise Peer mentor

Location: San Marcos Campus TLC

Filled
Job Skills and Qualifications: Working knowledge of Microsoft Word, Excel, Outlook, and Internet highly desirable. Ability to communicate with public, peers, students, staff and faculty of diverse

- backgrounds, ages and educational experience
- Strong written and verbal communication skills
- Knowledge of Palomar College programs and support services
- Strong customer service skills
- Possess a positive and helpful attitude
- Dedication to providing a positive, motivating, welcoming experience
- Experience with creating marketing materials and leveraging social media are highly desirable
- Fast learner, detail oriented and a self-starter
- Currently a Palomar Promise student

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Duties: Looking for a meaningful way to help your peers make a smooth transition to college? The Palomar Promise program is seeking Promise Peer Mentors. As part of our team, you will assist in the following duties:

- Support the TLC San Marcos and Palomar Promise program by providing front desk office and program support
- Serve as a Palomar Promise mentor providing support, information, and guidance to increase student success
- Meet with Promise students individually and in group settings; help students find their way around campus; familiarize students with campus resources; and serve as a role model and advocate
- Assist staff with scheduling, planning and implementing student engagement activities/events
- Establish and maintain positive relationships with prospective and current Promise students
- Work collaboratively with campus departments as needed
- Conduct classroom, and on/off-campus presentations promoting the Palomar Promise program and TLC San Marcos resources/services
- Develop and distribute marketing materials including flyers, newsletters, and announcements
- Assist with and represent the Palomar Promise/ TLC San Marcos at a variety of events, both on and off campus.
- Create content and design social media type updates
- Participate in phone campaigns
- Assist students with the Palomar College and Promise applications
- Help students navigate eServices, Canvas and other student tools

Miscellaneous: This position is open to students who are currently Palomar Promise students.

Number of positions: 4

Total hours per week: 6-10

Work schedule: flexible within 9am – 5pm, Monday through Thursday, and Friday, 9-4pm

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Debra Avila, ext 3663

Department: Telecom Projects-TTIP South

Job Title: Student Video Production Assistant

Location: 365 S. Rancho Santa Fe, San Marcos, Suite 104

Job Skills and Qualifications: Detail oriented with the ability to sit at a compute and view videos for quality control.

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Duties: View instructional videos for quality control and enter the data into Excel spreadsheet.
Attention to detail required.

Number of positions: 2

Total hours per week: 20

Work schedule: Mon thru Fri, hours to be arranged

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Rico Bianchi, ext. 1549

Department: T & I/ DMT (Diesel Mechanics)

Job Title: Student 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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Sergio Hernandez, ext 3702

Department: The STEM Center

Job Title: Student Center Aid-positions available in Chemistry, Computer Science, Engineering, Physics & Biology

Location: STEM Center (NS-310)

Job Skills and Qualifications: STEM Center Tutors must have an overall gpa between a 2.7-3.0; however, tutors must have a 3.0 or above in the subject they are interested in tutoring. Students must provide two letters of recommendation from Palomar College faculty who can provide a reference of the student's subject knowledge and ability to work with peers.

Job Duties/Description: STEM Center tutors clarify concepts and share study strategies with students. Tutors ask questions to extract knowledge from students, and they lead students to

develop their own understanding of the material. Guide students to develop their own critical thinking skills to help them become independent learners.

Total hours per week: 5-8

Work schedule: To be arranged with student

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Mireya Gutierrez-Aguero, ext. 3748

Department: The STEM Center

Job Title: Student Office Assistant

Location: STEM Center (NS312)

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

Number of positions: 3

Total hours per week: 10-15

Work schedule: To be arranged with student between 9 – 7 p.m.

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Mireya Gutierrez-Aguero, ext. 3748

Department: STEM Center

Job Title: STEM Center Front Desk Staff

Location: STEM Center (NS-310)

Job Skills and Qualifications: We are seeking enthusiastic student to join our STEM Center team to help with front desk coverage. Can train students in the daily operations of the STEM Center, allowing them to gain a new skill set.

Job Duties/Description: Will be supporting the front desk in the STEM Center; greeting students who enter the STEM Center; assisting with checkout of materials; ensure students login and out as they enter/exit the STEM Center; assist with printing; answering phones; maintaining and organizing STEM Center space.

Number of positions: 2 Summer 2019 & 3 Fall 2019

Total hours per week: 10-15

Work schedule: Mondays-Thursdays 10am-6pm; Fridays 10am-2pm

Wage: \$14.00 per hour

Supervisor/Contact: Mireya Gutierrez-Aguero & Amber DeFreitas , ext. 3748 & ext. 2292

Department: Trade & Industry

Job Title: Office Student Worker

Location: Trade and Industry; T-101

Job Skills and Qualifications: General office skills; Microsoft suite

Duties: Answer phones, filling, copying, scanning, answer students with general department and college information.

Number of positions: 2

Total hours per week: 10-20

Work schedule: Mon - Thur 12-4:30

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Anel Gonzalez, Academic Department Assistant, ext 2584

Department: Trade & Industry

Job Title: Assistant Tool Room Supervisor

Location: Trade and Industry; ITC 100

Job Skills and Qualifications: Knows their way around tools and shop equipment, this is the most important. Attentive to instructors and students, Pays attention to detail. Understands check in and out procedures. Can be authoritative if needed.

Duties: Watch tool room at all times. Make sure students are wearing safety glasses, gloves and hearing protection. Make sure students are using proper check in and out procedures for tools and equipment. Keep tool room organized and clean.

Number of positions: 1

Total hours per week: 16

Work schedule: Mon - Thur 5:30pm-9:30pm; Hours may vary for Friday and Saturday if there are classes.

Wage: \$14.00

Supervisor/Contact: Zachary Pye, (760)744-1150 ext 4380

Department: TRIO Student Support Services

Job Title: TRIO SSS Program Ambassador

Location: TCB-1

Job Skills and Qualifications: Must be Work Study Eligible and a part time or full-time student at Palomar College. Basic computer literacy, organizational, verbal and written communication, time-management, and detail-oriented skills preferred.

Duties: Meet and greet the public. Assist with organizing TRIO SSS outreach related efforts, including supporting new student virtual services/activities, and informational presentations. May assist with planning and organizing virtual and in-person workshops and activities related to program objectives. Assist with office procedures such as phone calls, emails, setting up counseling appointments, inputting student data, and assisting SSS Students.

Number of positions: 1

Total hours per week: 20

Work schedule: Monday, Thursday & Fridays 8:30am-4:30pm

Wage: \$16.00 per hour

Supervisor/Contact: Riham Mathieu (760) 744-1150 ext. 3670

Department: Women's Soccer

Job Title: Student 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: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

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

Department: World Languages

Job Title: Peer-Tutor

Location: ESC-405- Escondido Center

Job Skills and Qualifications: High school diploma or GED. Ability to communicate effectively in written and spoken English. Language skills in one of the following: French, German, Italian or Japanese. Ability to use Zoom, to remain on-task, to understand and follow instructions, and to exercise sound judgment. Ability to handle sensitive information. Multicultural awareness and competence, organizational and interpersonal skills, and excellent customer service skills. Must be punctual and reliable in adhering to work schedule, and demonstrate a professional and courteous attitude.

Duties: Tutors World Languages students for 2 hours per week via Zoom.

Number of positions: 4

Total hours per week: 2

Work schedule: To be arranged with Supervisor

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Prof. Beatrice Manneh, World Languages Resource ext. 3268 or bmanneh@palomar.edu

Department: World Languages

Job Title: Student Lab Assistant

Location: H-125 World Languages Resource Center

Job Skills and Qualifications: High school diploma or GED. Ability to communicate effectively in written and spoken English. Language skills in one or more of the following: Spanish, French, Arabic, Chinese, Japanese, Italian, or German. Proficiency in basic computer desktop applications and ability to troubleshoot basic problems with computers and peripherals. Ability to remain on-task, and responsive to inquiries made by students and sometimes staff. Ability to understand and follow instructions, and to exercise sound judgment, as well as to enforce Center rules. Ability to handle sensitive information. Multicultural awareness and competence, organizational and interpersonal skills, and excellent customer service skills. Must be punctual and reliable in adhering to work schedule, and demonstrate a professional and courteous attitude.

Duties: Assist students using computers, software, and other materials in the World Languages Resource Center. Regularly maintain functionality, traffic flow, and cleanliness of Center. Office duties: answer phones, file/shred documents, run and distribute lab reports. Other duties may include: maintain inventory of Center resources, prepare flyers and other informational documents, assist during Center orientation sessions, and assist faculty with light clerical duties. Some students may be asked to work on certain Saturdays.

Number of positions: 3

Total hours per week: Up to 20

Work schedule: To be arranged

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Prof. Kathleen Sheahan, World Languages Resource Center Director, ext. 3268 ksheahan@palomar.edu

Department: World Languages

Job Title: Student Office Assistant

Location: H-201B

Job Skills and Qualifications: High school diploma or GED. Ability to communicate effectively in written and spoken English. Basic proficiency in using Windows and Microsoft office applications, especially Word and Excel. Ability to remain on-task and to understand and follow instructions. Ability to handle sensitive information. Strong organizational, time management, and customer service skills. Must be punctual and reliable in adhering to work schedule, and demonstrate a professional and courteous attitude.

Duties: General clerical assistance including retrieving and sorting mail, photocopying, scanning, filing, shredding, answering phones, data entry, and basic word processing/spreadsheet assignments. Greet and assist students and faculty. Periodically assist the World Languages Resource Center with front desk coverage.

Number of positions: 1

Total hours per week: up to 20

Work schedule: To be arranged, flexible with student

Wage: \$14.00, \$15.00, or \$16.00 per hour depending on experience.

Supervisor/Contact: Abby Corona, Academic Department Assistant ext. 2393 or acorona@palomar.edu

Palomar College Phone Number: 760-744-1150