

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://www.palomar.edu/fa/federal-work-study/>, inquire at the Financial Aid Office, or e-mail studentjobs@palomar.edu. If you secure an interview with a prospective employer, you must complete the Student and Temporary Application Form and take it with you to the interview. The form can be found in the Hiring Forms section on the Work Study page of the Financial Aid website.

The America Reads Program

Are you a Federal Work Study student interested in helping children improve their reading skills? Are you interested in education or becoming an elementary school teacher? If so, you may qualify for the America Reads Federal Work Study Program. Under the supervision of a classroom teacher, the America Reads Program tutors work with children in grade K through 5 at Knob Hill Elementary School in San Marcos.

No experience is necessary; however, you should be an excellent reader and have the patience to work with young children; training will be provided at Knob Hill. This is an excellent way to gain classroom experience, make contacts in the education field, and give something to the community. Fingerprinting and a background check are required and will be paid for by the District. This position requires that you are either vaccinated for Covid-19 or agree to weekly testing (Rapid test acceptable). Students can work up to 20 hours per week; salary \$17.00 per hour. If you are interested, please contact the Federal Work Study coordinator at asanchez@palomar.edu or (760) 744-1150 ext. 2213 for more information.

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Myrna A. Valencia ext 2657

Department: Advancement

Job Title: Student Administrative Worker

Location: AA-130 – AA-132

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

Filled

Duties: Office reception and answering the phone. Filing, shredding, copying, preparing mailings, managing a calendar for students, and special event preparation assistance.

Number of positions: 1

Total hours per week: 10-20

Work schedule: Flexible Monday-Friday

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Stacy Rungaitis, srungaitis@palomar.edu

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: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 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 student's schedule.

Wage: \$16.30, \$17.00, or \$18.00 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 student's schedule.

Wage: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 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 well with others.

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

Number of positions: 1

Total hours per week: 12

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

Wage: \$16.80, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Daniel Lynds, ext. 2464

Department: Athletics

Job Title: Student Athletic Media Assistant-Football

Location: G-1

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: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Melissa Allen ext. 2463

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Elizabeth Pain, ext. 3619

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: 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) to help with basic functions of classroom management. Familiarity with basic intro statistics helpful but not required. Must be open to working with LGBTQ and Transitions (formerly incarcerated student) students.

Number of positions: 1

Total hours per week: 10 hours per week to start and can increase based on student worker interest and ability.

Work schedule: Monday 11:00 am-2:00 pm, Tuesday-Thursday 11:00 am-5:00 pm

Wage: \$17.00 per hour

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

Department: Biology

Job Title: Student Lab Assistant - Biology

Location: NS-228

Job Skills and Qualifications: Basic Chemistry / Biology technology and knowledge; Good organizational skills; Responsible and reliable.

Duties:

- Cleaning glassware, lab equipment, and lab-rooms.
- Assisting to set up biology lab experiments.
- Assisting to prepare biological solutions and media.

Number of positions: 3

Total hours per week: 10 to 20

Work schedule: Monday-Thursday 9am-7pm, Friday 9am-3pm

Wage: \$16.30 or \$17.00 per hour depending on experience.

Supervisor/Contact: Diep Vu, ext 2149

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: \$16.30

Supervisor/Contact: Sasha Jonestein, ext 2309

Department: Business Administration

Job Title: Student Lab Assistant

Location: MD-335

Job Skills and Qualifications: Internet and Microsoft applications, financial and managerial accounting highly desirable but not required. Must be able to communicate well in English. Must be able to work with students, public, and faculty. Good phone and people skills, training will be provided. 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: 12 to 14 hours per week

Work schedule: Monday, Wednesday and Friday 8:00 am to 12:00 pm

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Lourdes Runk ext. 2494 lrunk@palomar.edu

Department: Business Services

Job Title: Federal Work Study Student- Business Services

Location: Warehouse

Job Skills and Qualifications: Ability to lift up to 50-pounds, ability to sort incoming and outgoing packages, use of computer to record incoming shipments and record equipment asset tag numbers. No experience required, will train.

Duties: Assist warehouse staff with sorting of incoming shipment for delivery, help with incoming shipment acceptance and check-in, help with placing numbered asset tags on selected equipment, assisting departments with questions related to deliveries, assisting with the pickup of surplus goods for storage or disposal.

Number of positions: 1-2

Total hours per week: 20 hours

Work schedule: M-F 8:00 am – 2:00 pm.

Wage: \$17.0 per hour

Supervisor/Contact: Please submit your completed application to Ann Jensen
ajensen@palomar.edu

Department: Business Services/Mail Services

Job Title: Mail Services Support

Location: Mailroom-Building A

Job Skills and Qualifications: Basic customer service experience, ability to learn machines used in the day-to-day operation of the mailroom (folding/stuffing machine, postage machine), ability to learn about USPS and UPS/FedEx special delivery services. Basic clerical skills would be helpful.

Palomar College Phone Number: 760-744-1150

Duties: Assist customer at the mailroom window, clerical duties, assist mailroom staff with projects like folding/stuffing of outgoing mail, assist department staff with sending out mail and packages for delivery, take bulk mailings to mailboxes for USPS pickup.

Number of positions: 1

Total hours per week: 16-20 hour per week

Work schedule: Monday-Friday 10:00 am - 2:00 pm

Alternative hours: 9:00 - 1:00 pm M-Th with Friday optional

Wage: \$17.00 per hour

Supervisor/Contact: Ann Jensen ext. 2139

Department: CSIT

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Terrie Canon tcanon@palomar.edu or ext. 2610

Department: Design & Manufacturing

Job Title: Student Office Assistant and Social Media Outreach

Location: FD-4

Job Skills and Qualifications: Office skills to include Organizational, copying, and printing. Computer use including Microsoft Word, Excel, PowerPoint for document creation and

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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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Rita Campo Griggs, ext. 2347

Department: Design and Manufacturing

Job Title: Comet's Closet

Location: FD-4

Job Skills and Qualifications: Love of clothes, office skills to include organizational, copying, and printing. Computer use including Microsoft Word, Excel, PowerPoint for document creation and maintenance. Basic math, writing, and communication skills required. Knowledge of merchandising, and display.

Duties: Promotion of the program, merchandising clothing, dressing mannequins, bringing clothing to quad area, accepting donations.

Number of positions: 2

Total hours per week: 5-20

Work schedule: Flexible depending on student schedule.

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Rita Campo Griggs, ext. 2347

Department: Disability Resource Center

Job Title: Student Mobility Aide
Education: Disability Services

Filled

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Dan Dryden, ext. 2199

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 7:30 AM to 5:30 PM Monday through Friday

Wage: \$16.30, \$17.00, or \$18.00 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

Palomar College Phone Number: 760-744-1150

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. Applicant should have taken at least one (preferably two or more) Geography, Geology, Oceanography, or Astronomy classes offered by the ESES department.

Number of positions: 3

Total hours per week: 5-20

Work schedule: Flexible depending on student schedule

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Wing Cheung, Professor ext. 3652

Department: Emergency Medical Education

Job Title: Student Clerical Worker

Location: Palomar College Escondido Campus (1951 E. Valley Parkway)

Job Skills and Qualifications: Knowledge of Office Suites is preferred. Computer literate, experience with outlook and general office equipment. Ability to communicate well and work with the public and faculty. General clerical as directed by supervisor and office personnel.

Duties: General office assistance with task including scanning, data input, file organization, and filing. May be asked to answer phone calls and reply to general emails questions while providing basic program information, running errands, picking up mail, and assisting students. Training and instruction can be provided.

Number of positions: 2

Total hours per week: 15-20 hours per week

Work schedule: 9am and 5pm Monday-Thursday (Hours may be flexible, speech with Chair to set schedule)

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: William Clark, Department Chair, ext 8153

Department: English as a Second Language (ESL)

Job Title: Student ESL Instructional Aide/Class assistant

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Location: San Marcos, Escondido, Fallbrook

Job Skills and Qualifications: We are seeking punctual and responsible workers who have the ability to follow directions well and work with beginning and intermediate level adult ESL students. Applicants should have the ability to work as a teacher's assistant in an ESL classroom. Applicants must be willing to participate in class activities and assist groups of students. English-Spanish bilingual preferred.

Duties: Help small groups of students understand teacher's directions and complete their classwork. Work one-on-one with students who need additional assistance in completing their classwork. Give basic class information in English and Spanish as needed and requested by the teacher. Help students with registration, class work, Canvas work, and/or Palomar email.

Number of positions: Multiple

Total hours per week: 10-15

Work schedule: Mon-Thurs hours to be arranged, mostly evening shifts available, but some mornings and Saturdays available also.

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Nimoli Madan ext. 2962

Department: English as a Second Language (ESL)

Job Title: Student Computer Lab Assistant

Location: San Marcos, Escondido, Fallbrook

Job Skills and Qualifications: We are seeking punctual and responsible workers who have the ability to follow directions well and work with beginning and intermediate level adult ESL students. Applicants should have experience with Microsoft Office and the Internet, knowledge of Palomar e-mail, Canvas, and Zoom, and good spoken and written English skills. Applicants must be willing to participate in class activities and assist students in an ESL lab. Bilingual English/Spanish is preferred.

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; assist students in using Canvas, Palomar email, and/or Zoom; other duties as assigned.

(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: Multiple

Total hours per week: 10-15

Work schedule: Mon-Thurs hours to be arranged, mostly evening shifts available, but some mornings available also.

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Tracy Fung ext. 8180 or Nimoli Madan ext. 2962

Department: English as a Second Language (ESL)

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

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Tracy Fung, ext. 8180 or Rosalba Bolwin, ext. 2280

Department: English as a Second Language (ESL) Escondido

Job Title: Student ESL Office Worker-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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Nimoli Madan, ext. 2962 or Claudia Hernandez, ext. 8114

Department: Enrollment Services

Job Title: Student Office Assistant

Location: Evaluations & Records Office

Job Skills and Qualifications: Computer literate (Word & Excel), knowledge of office procedures including front counter customer service and possible phone etiquette. Good communication skills.

Duties: Data entry and retrieval, opening mail, assisting students and staff with forms and questions. Scanning documents and other office duties as needed

Number of positions: 3

Total hours per week: 10-20

Work schedule: M-Th 8:00am-5:00pm and F 7:30am-2:00pm.

Wage: \$16.30

Supervisor/Contact: Gloria Saltz/Jamie Moss, ext. 3121

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.

Filled

Palomar College Phone Number: 760-744-1150

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: \$16.30

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 and accessing their MyPalomar account and other systems. Answering basic questions and deadlines and date questions and assist with the Virtual Front Desk in Zoom.

Filled

Number of positions: 2-4

Total hours per week: 20

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

Wage: \$16.30

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: We are seeking students for the Enrollment Services Social Media Assistant role will assist with maintaining a vibrant and engaging 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: \$16.30

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 electronic document images. Provide great customer service to current and prospective students by providing 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: \$16.30, \$17.00, or \$18.00 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 transcription, filing, answering phones, opening mail, filing, assisting students and staff with requests, *other office duties as needed.*

Number of positions: 3

Total hours per week: 12-20

Work schedule: To be arranged

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Pollyanna 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: \$16.30, \$17.00, or \$18.00 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 and cold calling 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 presentations promoting EOPS/CARE, CalWORKs and FYRST services available to students. Assist with targeted outreach. Assist with creating and implementing student led workshops and events. Assisting with departmental clerical duties.

Number of positions: 1

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: \$17.00 per hour

Supervisor/Contact: Leslie Aguilar (760) 744-1150, ext. 2939

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 process and ability to communicate and work well with diverse students, staff, and faculty. Palomar College.

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: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Beth Hicks, ext. 2404

Department: Fiscal- Cashier's Office

Job Title: Federal Work Study Student- Cashier Position

Location: Fiscal Services A-2

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

Duties: Perform cashing 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 10-20 hours per week.

Work schedule: Flexible.

Wage: \$16.30 - \$18.00 per hour depending on experience.

Manager/Contact: Cassandra Stone, ext. 3660

Department: Fiscal Services/ Accounting Clerk

Job Title: Accounting Clerk (FWS)

Location: Fiscal Services A-2, San Marcos campus

Job Skills and Qualifications: Accounts Payable/Accounts Receivable/Purchasing 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 or purchasing requests, including, but not limited to, PO Processing, travel expenses, employee reimbursements, credit card statement, etc. Filing, copying, scanning, sorting AP checks and documents. Other light accounting duties. This position is ideal for students interested in Accounting or related field as a career.

Number of positions: 3

Total hours per week: 20

Work schedule: To be arranged

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Manager/Contact: Ping Lee, ext. 3661

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: 1

Total hours per week: 10-20

Work schedule: TBA

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Lillian Payn ext. 3078/ Meei-chu Gau, ext. 2452

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Lillian Payn/Meei-chun Gau, ext. 2452

Department: Health Services

Job Title: Student Wellness Advocacy Group (SWAG) Peer Mentor

Location: Must be able to work remotely as well as on the San Marcos Campus and occasionally the Education Centers in Escondido, Rancho Bernardo and Fallbrook.

Position Description: The SWAG Peer Mentor is responsible for assisting the Health Services department with health education that promotes mental health and wellness to Palomar College students.

1. Provides valuable education to students through presentations and workshops on various mental health and wellness topics.
2. Assists with virtual and on campus health education activities and presentations including marketing, set-up/clean-up, and engagement.
3. Develops and distributes promotional materials like flyers, posters, handouts, presentation slides.
4. May also maintain and update communication and marketing on department's social media accounts.
5. Serves as liaison, connects students and employees to services and resources offered to students.

Number of positions: 3

Total hours per week: Not to exceed 20 hours per week.

Work schedule: Availability M-TH 8am – 5pm, Fridays 8am – 3pm

Wage: \$16.30

Supervisor/Contact: Please e-mail resume or CV to Kimberlee Ahinger in Health Services at: kahinger@palomar.edu.

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: \$16.30 or \$17.00 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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Yasue O'Neill Ext. 2167

Department: Library

Job Title: Library Assistant

Location: Library Resource Center (LRC)

Job Skills and Qualifications: Basic computer proficiency required, including MS office (Word, Excel, PowerPoint, Outlook), Google, and Adobe. Excellent skills in communication and customer service.

Duties: Assist student with library print stations, student study rooms, and basic library related questions.

Number of positions: 4

Total hours per week: 15 hours

Work schedule: Monday -Thursday: 10:00 am -1:00 pm, 1:00 pm – 4:00 pm, 4:00 pm – 7:00 pm
Saturday: 10:00 am -1:00 pm

Wage: \$16.30 per hour depending on experience.

Supervisor/Contact: Monica Diego Schmidt @ mdiegoschmidt@palomar.edu

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

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

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Diep Vu, ext. 2149, dvu@palomar.edu

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Diep Vu, ext. 2149, dvu@palomar.edu

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: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 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: \$16.30/hour

Supervisor/Contact: Scott Richison srichison@palomar.edu ext. 2492

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Scott Richison srichison@palomar.edu ext. 2492

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Scott Richison srichison@palomar.edu ext. 2492

Department: Occupational & Noncredit Programs (CAEP)

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: \$16.30/hour

Supervisor/Contact: Camilo Riveros, ext. 3019

Department: Outreach Services

Job Title: Palomar 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

Palomar College Phone Number: 760-744-1150

facts and information. Dedication to providing a positive, motivating, welcoming experience. Support positive work environment. Comfortable being in front of prospective students and guests of various ages and backgrounds.

Duties: Serve as an official representative of the college, providing engaging and enthusiastic campus tours and school presentations. Provide quality customer service and campus facts and information. Maintain up-to-date knowledge of services and campus resources. Support department events and help staff front desk. 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 and weekend recruitment events.

Wage: \$18 per hour

Palomar College Phone Number: 760-744-1150

Supervisor/Contact: Andrew Mertig, 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

Last update 04/23/2024

Total hours per week: 20

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

Wage: \$17.00 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: \$16.30 or \$17.00 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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Anthony (Tony) Cucuzzella, acucuzzella@palomar.edu, ext. 3323

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

Wage: \$16.30, \$17.00, or \$18.00 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.

Last update 04/23/2024

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: \$16.30 to \$17.00 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 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: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Anthony (Tony) Cucuzzella, acucuzzella@palomar.edu, ext. 3323

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, maintaining 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: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 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:

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: TBA

Wage: \$16.30, \$17.00, or \$18.00 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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Melinda Carrillo, ext. 2570

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: \$16.30 per hour

Supervisor/Contact: Anthony (Tony) Cucuzzella, acucuzzella@palomar.edu, ext. 3323

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: \$16.30 per hour

Supervisor/Contact: Pippa Pierce, ext. 2529

Department: Student Success, Equity and Counseling Division

Job Title: Cariño Dream Village Center Ambassador

Location: San Marcos Campus SU-1

Job Skills and Qualifications: Must be eligible for Federal Work Study at Palomar College. Knowledge of Microsoft Office and general office equipment. Ability to communicate well and work with the public and faculty. Experience with creating marketing materials and leveraging social media are highly desirable. English-Spanish bilingual skills preferred.

Duties: Perform various clerical tasks in support of an assigned function. Serve as a receptionist, answer phone calls, greet students, faculty, staff, and general public. Assist with organizing outreach related efforts including supporting new student virtual services/activities and informal presentations. Conduct classroom, and on/off presentations promoting services offered by the center. Develop and distribute marketing materials including flyers, newsletters, and announcements. Assist with and represent the center at a variety of events, both on and off campus.

Number of positions: 3

Total hours per week: 20

Work schedule: Flexible, between 8:00 a.m. and 5:00 p.m

Wage: \$17.00 or \$18.00 per hour depending on experience

Supervisor/Contact: Celina Mendoza, cmendoza@palomar.edu, ext. 3557

Department: Teaching and Learning Center San Marcos

Job Title: Promise Peer mentor

Location: San Marcos Campus TLC

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

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Debra Avila, ext. 3663

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Sergio Hernandez, ext. 3702

Department: The STEM Center

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

Location: STEM/Math Center (San Marcos campus Math Center MC-1, Escondido TLC, Rancho Bernardo TLC, Fallbrook Education Center)

Palomar College Phone Number: 760-744-1150

Job Skills and Qualifications: STEM/Math 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. This is an excellent position to add your resume and university applications.

Job Duties/Description: STEM/Math 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: 5-10 hours

Work schedule: To be arranged with student

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Amber DeFreitas, ext. 2292, adefreitas@palomar.edu

Department: The STEM Center

Job Title: STEM Center Front Desk Staff

Location: STEM/Math Center (San Marcos campus Math Center MC-1)

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

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

Number of positions: 3 for Spring 2023 and future

Total hours per week: 10-15

Work schedule: Schedule arranged by availability

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Center hours: Mondays-Thursdays 8am-8pm; Fridays 8am-2pm; Saturdays 9am-1pm

Supervisor/Contact: Amber DeFreitas, ext. 2292, adefreitas@palomar.edu

Last update 04/23/2024

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: Monday-Thursday 8:00 am – 8:00 pm, Friday 8:00 am – 8:00 pm & Saturday 9:00 am – 1:00 pm

Wage: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

Supervisor/Contact: Amber DeFreitas ext. 2292

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

Total hours per week: 10-15

Work schedule: Mondays-Thursdays 8:00 am- 8:00 pm; Fridays 8:00 am-2:00pm & Saturday 9:00 am -1:00pm

Wage: \$16.30 per hour

Supervisor/Contact: Amber DeFreitas ext. 2292

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: \$16.30

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: \$17.00 per hour

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

Department: Wellness/Fitness Center

Job Title: Wellness/Fitness Center Staff

Location: San Marcos Campus-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, (cleaning and safety) campus errands, light administrative duties, equipment sanitation and Facility maintenance/cleaning duties, and additional duties as needed.

Number of positions: 2

Total hours per week: 5 to 20 hours based on availability and performance.

Work schedule: WFC schedule (subject to change): Monday - Thursday 8:00 am – 6:00 pm, Friday - Saturday 9:00 am – 2:00 pm, Sunday: Closed (Spring/Fall) and Monday - Thursday 8:00 am – 6:00 pm, Friday – Sunday: Closed (Summer)

Wage: \$17.00 per hour

Supervisor/Contact: fitnesscenter@palomar.edu, 760.744.1150, Ext. 2839. Supervisor
Contact: Michelle Fifield, mfifield@palomar.edu

TO APPLY: Fill out an application and email to fitnesscenter@palomar.edu, Fax to 7607613510, or return to the Wellness/Fitness Center staff. Remember to include a copy of your FWS notification stating your award (Adriana Sanchez 760.744-1150, Ext. 2213 can assist with award notification)

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: \$16.30, \$17.00, or \$18.00 per hour depending on experience.

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