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.

The America Reads Program

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

No experience is necessary, however, you should be an excellent reader and have the patience to work with young children; training will be provided at Knob Hill. This is an excellent way to gain classroom experience, make contacts in the education field, and give something to the community. Fingerprinting and a background check are required and will be paid for by the District. Up to 20 hours per week; salary $14.00 per hour. If you are interested, please contact the Federal Work Study coordinator at ext. 2817 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 application (i.e. Word, Excel) highly desirable, must be able to communicate well in English, must be able to work with the public, able to work with faculty.

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

Number of positions: 2

Total hours per week: 20

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

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Myrna A. Valencia

Department: Advancement

Job Title: Student Clerical Worker

Location: AA-130 – AA-132

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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Kim Hartwell, ext 2664
Department: American Indian Studies

Job Title: Student Clerical Worker

Location: MD-140, San Marcos Main Campus

Job Skills and Qualifications: Friendly, able to work with diverse students and faculty; word processing and computer skills a plus. Good organizational skills

Duties: Copying, word processing, mail pickup and sorting, working with students and faculty.

Number of positions: 1

Total hours per week: 20

Work schedule: Hours are negotiable. We work with student’s schedule.

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Teresa Quainoo, AIS ADA, ext. 2425

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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Tim Murdoch ext. 2310
**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:**  $10.00, $12.00, or $14.00 per hour depending on experience.

**Supervisor/Contact:**  Michael Hernandez, ext. 2308

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**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:**  $10.00, $12.00, or $14.00 per hour depending on experience.

**Supervisor/Contact:**  Tim Murdoch ext. 2310

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**Department:**  Arts, Media, Business and Computer Science
Job Title: Student Office Assistant

Location: Division Office MD-155

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

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

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

Number of positions: 1

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

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

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

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

Department: Assessment - Counseling Services

Job Title: Student Assessment Clerical Assistant

Location: SU-1


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

Number of positions: 2

Total hours per week: 20

Work schedule: To be arranged with supervisor.

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Jose Ramirez, ext. 2182.

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: $10.00, $12.00, or $14.00 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: $10.00, $12.00, or $14.00 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: $10.00, $12.00, or $14.00 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: $10.00, $12.00, or $14.00 per hour depending on experience.

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

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: $10.00, $12.00, or $14.00 per hour depending on experience.

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

**Department: Athletics**

Job Title: Student Tutor

Location: Athletics Computer Lab

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.

Total hours per week: up to 15

Work schedule: To be arranged Monday –Friday

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Steve White, Academic Counselor. Ext 3052

**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: $10.00, $12.00, or $14.00 per hour depending on experience.

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

**Department: Behavioral Sciences (Sociology)**

Job Title: Student Teacher’s Assistant

Location: MD 262

Job Skills and Qualifications: Ability to tutor and help grade statistics papers. Technology skills preferred. Proficiency with Blackboard, MS Word, Excel, Adobe Acrobat, PowerPoint and other software programs. Computer skills needed. Ability to interact well with students in a mentoring capacity.


Number of positions: 1

Total hours per week: 10-20

Work schedule: To be arranged with student.

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Susan Miller, ext 2803

**Department: Behavioral Sciences**

Job Title: Student Staff Assistant for Service Learning Program

Location: MD-266
Job Skills and Qualifications: Computer skills, ability to work with our website and download data. Organized and independent person, attention to detail

Duties: We need someone to maintain and update our website, monitor student hours and community partner forms. We hold events for faculty and our community partners and need help with planning those events. We also want to begin to provide certificates of achievement and need help with design and execution of those.

Number of positions: 1

Total hours per week: 6

Work schedule: Tuesday, Wednesday & Thursday- Hours are flexible and can be negotiated to fit with student’s schedule.

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Kathleen Grove, ext 3950

**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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Devon Smith, ext 2650

**Department:** Campus Police

**Job Title:** Student Desk Person

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

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

Number of positions: 2

Total hours per week: 20

Work schedule: To be arranged around class schedule.

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Linda A. Mack ext. 3289

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. 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). Other duties as directed by Career Center staff.

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

Number of positions: 2

Total hours per week: 20
Work schedule: TBA around student class schedule
Wage: $10.00, $12.00, or $14.00 per hour depending on experience.
Supervisor/Contact: Pippa Pierce, ext. 3125

Department: Career Center
Job Title: Student Instructional Aide II
Location: Career Center (SU-17)
Job Skills and Qualifications:  Website development and programming experience required. Internet and Microsoft applications highly desirable. Communicate well in English, ability to work well with staff, faculty and students. Experience with social media outlets highly desirable.

Duties: Assist Career Center Director and Staff with tasks and projects such as: Career Center website development/edits and maintenance, monitor computers in lab (some training provided). Assist with marketing of Career Center events and workshops. Other duties as assigned.

Number of positions: 1

Total hours per week: 5-8

Work schedule: TBA around student class schedule

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Pippa Pierce, 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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Tsung Lee, ext. 2059

**Department: Child Development Center**

Job Title: Student Teacher Assistant
Location: San Marcos Campus

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

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

Number of positions: 4

Total hours per week: 8-16

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

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Pam Keinath, ext. 2578

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: $10.00, $12.00, or $14.00 per hour depending on experience.

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

Department: Counseling

Job Title: Student Front Desk Staff Assistant

Location: SSC 24B
Job Skills and Qualifications: Good customer service skills and multi-tasking abilities. Proper phone etiquette and computer skills. Use of office equipment (copier, fax, etc.). Ability to work in a high volume department and knowledge about campus resources.

Duties: Meet and greet students, assist with scheduling of appointments. Refer student and provide information regarding Counseling Services and other campus resources. Answer phones and assist in other areas of department as requested.

Number of positions: 4

Total hours per week: 20

Work schedule: Flexible, to be arranged.

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Carol Moore, Counseling Services Supervisor, ext 2197

**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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Aaron Hudson, ext 8181

**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:  $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact:  Mary Tuttle, ext. 2376.

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**Department: English**

Job Title:  Student English Writing Lab Technician

Location:  BE-6

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 3pm

Wage:  $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact:  Sue Zolliker, ext 2562

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**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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Rick Herren, ext. 3117

**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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Lorraine Lopez, ext. 2236

**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

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Marty Furch, ext 2899

**Department:** English as a Second Language (ESL)

**Job Title:** Student ESL Tutoring Center Student Office Assistant

Location: H-116

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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Lee Chen, ext 2273

**Department:** ESL Escondido

**Job Title:** Student ESL Computer Lab 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 computers 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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Tracy Fung, ext 8180

**Department: ESL San Marcos**

**Job Title:** Student ESL Office Worker

**Location:** San Marcos ESL office H-116, or the Escondido ESL office

**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: Mon – Thurs afternoon/evenings; Friday mornings;

Days: Monday Tuesday Wednesday Thursday Friday

Hours: scheduling hours may vary according to need and availability

Supervisor/Contact: Tracy Fung, ext 2962

**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 maint and routine gardening work; operate a variety of grounds maint equipment, power and hand tools; understand and follow oral and written instructions; maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Duties:** To provide a variety of semi-skilled landscaping and grounds maintenance duties involved in the maint of landscaped areas on campus; to operate grounds maint machinery, equipment and tools.
Number of positions: 3
Total hours per week: 20
Work schedule: TBD
Wage: $10.00, $12.00, or $14.00 per hour depending on experience.
Supervisor/Contact: Tony Rangel (through Donna Renner) ext 3020
Department: Facilities/Building Services
Job Title: Student Skilled Maintenance Technician-Parking Lots
Location: San Marcos Campus
Job Skills and Qualifications: Must be registered in 12 units for the fall and the spring semesters; perform a variety of parking lot and road maintenance & repair; paint crosswalks, arrows and curbs in parking lots; use & operate hand and power tools & mechanical equipment in a safe & efficient manner.
Duties: Daily inspections of parking lots, roadways and signage for maint and repair needs; ensure parking lots and roadways are clear and safe; paint crosswalks, directional arrows, curbs and strips in roads and parking lots; repair cracks and potholes in roads as needed; repair and/or install new signs and signs posts in parking lots
Number of positions: 1
Total hours per week: 20
Work schedule: TBD
Wage: $10.00, $12.00, or $14.00 per hour depending on experience.
Supervisor/Contact: Jeff Bennet (through Donna Renner) ext 3020
Department: Financial Aid, Veterans & Scholarship Services
Job Title: Student Financial Aid Student Worker
Location: Financial Aid (SSC)
Job Skills and Qualifications: Capable of filing confidential documents (alpha order). Significant experience with computer data entry and EXCEL spreadsheets. Capable of working with students and staff in a respectful and confidential manner. Excellent time management and organizational skills. Ability to work independently with minimal supervision.
Duties: File confidential student financial aid application documents. Enter data into our multiple student databases and spreadsheets including creating electronic document images. Conduct Outreach by providing general information over the phone and in person. Create and maintain EXCEL spreadsheets.
Number of positions: 1

Total hours per week: 10-15

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

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Beth Hicks, ext. 2404

**Department: Fiscal Services**

**Job Title:** Student Cashier

**Location:** Fiscal Services A-2

**Job Skills and Qualifications:** Cashiering experience, great customer service, responsible, reliable, and flexible schedule.

**Duties:** Process student payments for enrollment, parking permits, material fees, and do other projects as assigned

Number of positions: 1

Total hours per week: 20

Work schedule: To be arranged

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Shawn Jones/Patricia Reyes, ext. 3660/2879

**Department: Fitness Center**

**Job Title:** Student Front Desk Staff/Quality Control

**Location:** Fitness Center

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

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

Total hours per week: 10-20

Work schedule: See above in Duties.

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

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

**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 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: $10.00, $12.00, or $14.00 per hour depending on experience.

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

**Department:** GEAR UP Program

**Job Title:** Student Research Assistant

Location: Palomar College GEAR UP school site

Job Skills and Qualifications: Bachelor’s degree in Science/Engineering with relevant computer data analysis preferred; knowledge of PC GFSP objectives, policies & procedures; proficient knowledge of Word, Excel, PowerPoint, Publisher and data collection/analysis experience.

Duties: Assist with data input and research at a GEAR UP school site.

Number of positions: 2
Total hours per week: Up to 20 hours a week

Work schedule: Monday-Friday 1pm-5pm

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

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

**Department:** GEAR UP Program

**Job Title:** Student Program Assistant

**Location:** San Marcos/Escondido GEAR UP School Sites

Job Skills and Qualifications: Bachelor’s degree from an accredited institution and/or progressive completion of post-secondary education; at least 1 year of outreach experience, 2 preferred; knowledge of GU grant objectives, policies & procedures; ability to multi-task, work independently with minimum supervision; proficient in Word, Excel, PowerPoint, Publisher & other computer software.

Duties: Assist with coordination of GEAR UP program at a GU school site

Number of positions: 1

Total hours per week: Up to 35 hours

Work schedule: Monday-Friday 8:00 am – 5:00 pm

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

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

**Department:** GEAR UP Program

**Job Title:** Student Lead College Coach

**Location:** San Marcos/Vista GEAR UP School Sites

Job Skills and Qualifications: Minimum of 60 college units w/ good academic standing, At least 1 year of outreach experience, 2 years preferred, Thorough understanding of college admissions process, Proficient knowledge of Word, Excel, PP, Publisher & other computer software.

Duties: Work with a team of college coaches to assist, motivate and support GU grant objectives, policies & procedures; Provide on-site assistance with college preparedness; Provide workshops/presentations to GU students, parents & school-level staff regarding college admissions process; Develop opportunities & services within assigned school site that focuses on increased student achievement & knowledge of higher education.

Number of positions: 4
Total hours per week: Up to 35 hours

Work schedule: Monday-Friday 10am-5pm

Wage: $10.00, $12.00, or $14.00 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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Mark Bealo, ext 2958

Department: Human Resources

Job Title: Student Clerical Assistant

Location: ST-1

Job Skills and Qualifications: Detailed oriented and maintaining confidentiality is required. Previous office/clerical experience is preferred. Other job skills needed include: entry level experience using Microsoft Office programs such as Word or Excel; strong organizational, time management, and customer service skills; ability to understand and follow both verbal and written directions.

Duties: General clerical assistance in a fast-paced office; pulling and archiving files into storage; filing, retrieving and sorting mail; preparing mailing projects; copying; scanning; shredding; answering phones; data entry; and basic word processing assignments. Assist various members of the Human Resources staff with clerical projects.

Number of positions: 1
Total hours per week: 20

Work schedule: at least every other Friday is required other days are flexible; HR’s operating hours are Monday – Thursday 7:30-5:00 and Friday 7:30 -4:00.

Wage: $10.00, $12.00, or $14.00 per hour depending on experience. Supervisor/Contact: Christine Winterle, cwinterle@palomar.edu. Please email a resume and a brief description of previous related office/clerical experience.

**Department: Library**

**Job Title:** Student Library Aide

**Location:** San Marcos Campus and/or Escondido Center

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

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

**Number of positions:** 2-3

**Total hours per week:** Up to 20
**Work schedule:** Varies- daytime, evening and Saturday hours available

Wage: $10.00, $12.00, or $14.00 per hour depending on experience. Supervisor/Contact: Peggy Richardson ext. 3242

**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: $10.00, $12.00, or $14.00 per hour depending on experience.
**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: $10.00, $12.00, or $14.00 per hour depending on experience.

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

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**Department: Mail Services**

**Job Title: Student Mail Clerk**

**Location:** A-23

Job Skills and Qualifications: Be responsible, have good phone skills, have excellent customer service skills, be able to lift up to 25 lbs, be very detail oriented.

Duties: Answer phones, help customers at the door, put mail into boxes, run postage machine, and follow directions.

Number of positions: 1

Total hours per week: 20

Work schedule: Mon-Fri
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: $10.00, $12.00, or $14.00 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.
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: $10.00, $12.00, or $14.00 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

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

Wage: $10.00, $12.00, or $14.00 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:** $10.00, $12.00, or $14.00 per hour depending on experience.

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

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**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:** $10.00, $12.00, or $14.00 per hour depending on experience.
Job Title: Student Office Manager / Student Administrative Assistant

Location: H-103


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: $10.00, $12.00, or $14.00 per hour depending on experience.

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

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

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

<table>
<thead>
<tr>
<th>Number of positions:</th>
<th>1</th>
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<tbody>
<tr>
<td>Total hours per week:</td>
<td>10-15</td>
</tr>
<tr>
<td>Work schedule:</td>
<td>4 hrs Mon, Tue, Wed, 3 hrs Thurs to be arranged,</td>
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<td>Wage:</td>
<td>$10.00, $12.00, or $14.00 per hour depending on experience.</td>
</tr>
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<td>Supervisor/Contact:</td>
<td>Erin Hiro, E-mail <a href="mailto:ehiro@palomar.edu">ehiro@palomar.edu</a> (preferred) or 3762.</td>
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**Department: Payroll Services**

**Job Title:** Student Clerical Assistant

**Location:** ST-4 (first floor)

**Job Skills and Qualifications:** Dependable, accurate, ability to pay attention to details.

**Duties:** Picking up and distributing mail; alphabetizing documents; proofing data entry; checking documents for completeness; copying documents; matching checks to registers; stuffing checks in envelopes; inputting data into payroll system; inputting pay vouchers into finance system; preparing documents for scanning.

<table>
<thead>
<tr>
<th>Number of positions:</th>
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<tbody>
<tr>
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<tr>
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<td>Wage:</td>
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<tr>
<td>Supervisor/Contact:</td>
<td>Espy Flores, ext. 2217</td>
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</table>
**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:** $10.00, $12.00, or $14.00 per hour depending on experience.

**Supervisor/Contact:** Chad Ohlheiser, ext, 2325.

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**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:** $10.00, $12.00, or $14.00 per hour depending on experience.

**Supervisor/Contact:** Kimberly Loya or Madelyn Byrne, ext. 2316 or 2809
Department: Performing Arts

Job Title: Student Box Office Assistant

Location: Howard Brubeck Theatre

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

Duties: Sell tickets and perform usher duties.

Number of positions: 2

Total hours per week: 16 / variable

Work schedule: 1 – 5 Tuesday thru Friday

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Heather Murray, ext. 2455

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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Pat Larmer, ext. 2455

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: $10.00, $12.00, or $14.00 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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Photography Dept ext 2440
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: $10.00, $12.00, or $14.00 per hour depending on experience.

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

Department: Teaching & Learning Center Escondido

Job Title: TLC Student Office Assistant

Location: Escondido Center

Job Skills and Qualifications: Working knowledge of Microsoft Word, Excel, Outlook and the Internet highly desirable. Ability to communicate and work well with diverse students, staff, and faculty. Prompt and reliable. Good phone etiquette and customer service skills.

Duties: Perform a variety of general office assistance and front desk support to include greeting TLC visitors, monitoring the PAT station (sign in/out process), assisting students and faculty with general questions, data entry, filing, shredding, photocopying, answering phones, and scheduling counseling appointments. Other tasks as assigned.

Number of positions: 2

Total hours per week: 15-20

Work schedule: To be arranged 8am-7:30pm

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Debra Avila, ext 3663

Department: Teaching and Learning Center San Marcos

Job Title: Student Office Assistant
Location:  San Marcos Campus TLC

Job Skills and Qualifications:  Working knowledge of MS Word, Excel, Outlook and the Internet.  Knowledge of office procedures, including filing and phone etiquette.  Ability to communicate with students, staff, and faculty.  Prompt and reliable.  Maintain confidentiality and security of information pertaining to student records/files.

Duties:  Perform a variety of general office assistance to include data entry and retrieval, filing, shredding, answering phones, opening mail, assisting students with forms and questions, and making counseling appointment using SARS.  Reception duties in the TLC San Marcos.  Giving information about FYE, SB and LC programs.  Refer students to appropriate campus support services and resources.

Number of positions:  2

Total hours per week:  15-20

Work schedule:  To be arranged between 8am-7pm

Wage:  $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact:  Debra Avila, ext 3663

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**Department: Student Affairs**

Job Title:  Student Lab Assistant

Location:  SU 204

Job Skills and Qualifications:  Prompt and reliable.

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

Number of positions:  1
Total hours per week:  13-15

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

Wage:  $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact:  Marilyn Lunde, ext. 2594

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**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 computer and view videos for quality control.

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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Rico Bianchi, ext 1549

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**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: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Sergio Hernandez, ext 3702

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**Department: Transfer Center**

Job Title: Student Transfer Center Staff Assistant

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

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

Number of positions: 1
Total hours per week: 10
Work schedule: Mon & Fri 8-10, Tue & Thur 10-12, Fri 8-10
Wage: $10.00, $12.00, or $14.00 per hour depending on experience.
Supervisor/Contact: Carol Moore, Counseling Services Supervisor, ext 2197

**Department: TRIO / SSS**

**Job Title:** Student Office Assistant

**Location:** TCB -1

Job Skills and Qualifications: Good computer skills (Microsoft Office), telephone skills, good organizational skills and use of office equipment (fax, copying and telephone). Good command of the English language both verbal and written. Ability to communicate with peers, students and staff. Prompt and reliable

Duties: Meet and greet the public. Answer telephone calls and provide information to the public regarding TRIO/SSS Program. Assist the Senior Office Specialist with data tracking/other clerical duties as assigned. Maintain confidentiality & security of information pertaining to student records/files.

Number of positions: 2-3
Total hours per week: 15 - 20
Work schedule: Tuesdays & Thursdays
Wage: $10.00, $12.00, or $14.00 per hour depending on experience.
Supervisor/Contact: Renzo Lara rlaragonzalez@palomar.edu or Arturo Vazquez avazquez@palomar.edu ext. 2761

**Department: TRIO Grant Funded Student Programs- EOC Office**

**Job Title:** Student Educational Opportunity Center Office Assistant

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

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

Number of positions: 2-3. One at EOC Escondido and one at EOC in San Marcos.

Total hours per week: 15-20

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

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Renzo Lara rlaragonzalez@palomar.edu or Arturo Vazquez avazquez@palomar.edu ext. 2761

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**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: $10.00, $12.00, or $14.00 per hour depending on experience.

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

**Department: World Languages**

**Job Title:** Student Lab Assistant

**Location:** ESC-405- Escondido Center

Job Skills and Qualifications: High school diploma or GED. Ability to communicate effectively in written and spoken English. 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 Lab 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 Lab. Regularly maintain functionality and cleanliness of Lab. Office duties: answer phones and file/shred documents. Other duties may include: maintain inventory of Lab resources, prepare flyers and other informational documents, assist during Lab orientation sessions, and assist faculty with light clerical duties.

Number of positions: 1

Total hours per week: up to 20

Work schedule: To be arranged with Supervisor

Wage: $10.00, $12.00, or $14.00 per hour depending on experience.

Supervisor/Contact: Prof. Kathleen Sheahan, World Languages Department Chair ext. 3268 or ksheahan@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:** $10.00, $12.00, or $14.00 per hour depending on experience.

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

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**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: $10.00, $12.00, or $14.00 per hour depending on experience.  
Supervisor/Contact: Abby Corona, Academic Department Assistant ext. 2393 or acorona@palomar.edu