ATTENTION:
The job opportunities listed here are intended for students who have been awarded Federal Work Study as part of their financial aid package. If you are not sure whether you are a FWS recipient or would like more information about the program, please visit our website at https://www2.palomar.edu/pages/fa/federal-work-study/, inquire at the Financial Aid Office, or e-mail workstudy@palomar.edu. If you secure an interview with a prospective employer, you must complete the Student and Temporary Application Form and take it with you to the interview. The form can be found in the Hiring Forms section on the Work Study page of the Financial Aid website.

Department: Academic Technology Resource Center

Job Title: Student Instructional Aide

Location: LL-103

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

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

Number of positions: 2

Total hours per week: 20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Myrna A. Valencia ext 2657

Department: Advancement

Job Title: Student Clerical Worker

Location: AA-130 – AA-132
Palomar College Phone Number: 760-744-1150

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

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

Number of positions: 1

Total hours per week: 20

Work schedule: Flexible Monday-Friday

Wage: $12.00, $14.00, or $16.00 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: $12.00, $14.00, or $16.00 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: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Tim Murdoch ext. 2310

**Department: Art Department**

**Job Title: Student Glass Studio Assistant**

**Location:** C-7/Glass Lab

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

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

Number of positions: 2

Total hours per week: 15-20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Michael Hernandez, ext. 2308

**Department: Art Department**

**Job Title: Student Studio Assistant**

**Location:** C-7

**Job Skills and Qualifications:** Basic knowledge of tools used in an Art Lab. Ability to lift 50lbs
Duties: Help maintain organization and cleanliness of studio labs

Number of positions: 2

Total hours per week: 15-20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Tim Murdoch ext. 2310

**Department: Athletics**

**Job Title: Student Department Assistant**

**Location:** O-10

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

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

Number of positions: 1

Total hours per week: 10-20

Work schedule: Will work with students schedule

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Scott Cathcart, ext 2460

**Department: Athletics**

**Job Title: Student Department Assistant – Game Operations**

**Location:** Various fields, San Marcos Campus

Job Skills and Qualifications: Seeking responsible and reliable individuals with good communication skills
Duties: Assist department with game operations duties as assigned (i.e., ticket sales, gate monitoring, etc.)

Number of positions: 2-4

Total hours per week: 5-10

Work schedule: Will work with students schedule

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Scott Cathcart, ext 2460

**Department: Athletics**

**Job Title:** Student Football Program Student Assistant (Equipment Manager)

**Location:** G-1 or M-3

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

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

Number of positions: 2

Total hours per week: 15

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department: Athletics**

**Job Title:** Student Football Program Student Assistant

**Location:** G-1 or M-3

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

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

Number of positions: 2

Total hours per week: 12

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department: Athletics**

**Job Title: Student Athletic Trainer Student Assistant**

**Location:** Athletic Training Room (O-5)

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

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

Number of positions: 4

Total hours per week: 20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Flecicia Heise, ext. 2477

**Department: Athletics**

**Job Title: Student Men’s Basketball Student Assistant**

**Location:** G-5 in Dome

Job Skills and Qualifications: This individual must have basic computer knowledge and skills preparing various software applications and editing game and practice videos. Must be self-motivated, organized, have attention to detail, and work will with others.
Duties: Job duties will vary under the direction and supervision of the Men’s Basketball coaching staff.

Number of positions: 1

Total hours per week: 12

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

Wage: $12.00, $14.00, or $16.00 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: $12.00, $14.00, or $16.00 per hour depending on experience.

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

Department: Athletics

Job Title: Student Tutor

Location: Athletics Computer Lab

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: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department: AMBCS Division Office**

**Job Title: Special Project Work in Support of Dean**

Location: MD-155

Job Skills and Qualifications: Intermediate Excel skills; ability to communicate well on the phone, and write brief descriptions of programs.

Duties: Support AMBCS Acting Dean on special projects; compiling databases, phone calls. Ability to follow directions and work with limited oversight.

Total hours per week: up to 20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Norma Miyamoto, Interim Dean Arts, Media, Business & Computer Systems. Ext 2154

**Department: Instructional Services Office**

**Job Title: Special projects in Support of Instructional Services Office**

Location: AA-102

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

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

Total hours per week: 15-20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.
**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:** $12.00, $14.00, or $16.00 per hour depending on experience.

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

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**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.
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: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Devon Smith, ext 2650

Department: Bohem Gallery

Job Title: Boehm Gallery Attendant

Location: D-31

Job Skills and Qualifications: Good communication and people skills.

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

Number of positions: 2

Total hours per week: 15-20

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

Wage: $12.00

Supervisor/Contact: Sasha Jonestein, ext 2309

Department: Business Administration
Job Title: **Student Instructional Aide II**

Location: MD-335

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

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

Number of positions: 1

Total hours per week: 16

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact:  Lourdes Runk  MD- 335 x2494

**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: $12.00, $14.00, or $16.00 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), professionally answer phone and direct to desired resources. Other duties as directed by Career Center staff.

Number of positions: 1

Total hours per week: 20

Work schedule: TBD

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Pippa Pierce ppierce@palomar.edu, ext. 3125

**Department: Chemistry**

Job Title: Student Lab Assistant

Location: NS-337

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

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

Number of positions: 4

Total hours per week: 10

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Tsung Lee, ext. 2059

**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: $12.00, $14.00, or $16.00 per hour depending on experience.

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

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: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Aaron Hudson, ext 8181

Department: Design & Consumer Education - Fashion

Job Title: Student Classroom/Lab Tech

Location: FD-1 and FD-2
Job Skills and Qualifications: Organized with basic computing skills, including printing, scanning, plotter printing. Computer use including CAD, Illustrator, Photoshop, and social media platforms. Sewing and knowledge of various sewing machines, including industrial equipment. Pattern drafting by hand and on computer, including plotter printing patterns

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

Number of positions: 2

Total hours per week: 5-20

Work schedule: Flexible depending on student schedule.

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Rita Campo Griggs, ext 2347

**Department: Design & Consumer Education - Fashion**

Job Title: Student Office Assistant

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

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

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

Number of positions: 1

Total hours per week: 5-20

Work schedule: Flexible depending on student schedule.

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Rita Campo Griggs, ext 2347

**Department: Disability Resource Center**

Job Title: Front office assistant

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

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

Number of positions: Several

Total hours per week: Not to exceed 20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department: Disability Resource Center**

**Job Title:** Lab Assistant

**Location:** LL101


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

Number of positions: 1

Total hours per week: 16

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department: Disability Resource Center**

**Job Title:** Student Mobility Aide

**Location:** DSPS Building

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

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

Number of positions: Several
Total hours per week: Not to exceed 20

Work schedule: Flexible

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Dan Dryden, ext. 2199

**Department: Disability Resource Center**

**Job Title:** Testing Center Student Aide

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

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

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

**Number of positions:** 2

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

**Work schedule:** To be arranged.
Monday-Thursday
Position 1: 8:00am-1:00PM.
Position 2: 1:00-6:00PM

**Wage:** $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department: Early Childhood Education Lab School**

**Job Title:** Student Teacher Assistant & Kitchen Assistant

**Location:** San Marcos Campus

Duties: Teacher Assistant: Assist preschool teacher in care and curriculum of classroom for lab school setting. Kitchen Assistant: Assist kitchen staff with a variety of duties, including meal preparation, washing dishes, and cleaning kitchen areas.

Number of positions: 4-2 of each assistant

Total hours per week: 20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department:** Earth, Space and Environmental Sciences (ESES)

**Job Title:** Student Lab Assistant

Location: NS-110 and various ESES classrooms and storerooms

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

Number of positions: 3

Total hours per week: 5-20

Work schedule: Flexible depending on student schedule

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department:** English

**Job Title:** Student English Writing Lab Front Desk

Location: H-102

Job Skills and Qualifications: Microsoft Word, Excel, Spreadsheets, and Document Creation,
Experience with the Internet.
Duties: Receptionist Position. Internet searches and database access. Attentive to details.
Helping students Sign-In and make appointments for tutoring. Answering phones.
Some light cleaning duties.
Number of positions: 1-4
Total hours per week: 20
Work schedule: To be arranged between 9am and 5pm
Wage: $12.00, $14.00, or $16.00 per hour depending on experience.
Supervisor/Contact: Craig Thompson, ext 3330

**Department: English**

Job Title: Student English Writing Lab Technician

Location: H-102

Job Skills and Qualifications: Basics of Microsoft Word and ability to use the Internet.
Duties: Internet searches and database access. Monitor printer and supplies.
Number of positions: 1-4
Total hours per week: 20
Work schedule: To be arranged between 9am and 5pm
Wage: $12.00, $14.00, or $16.00 per hour depending on experience.
Supervisor/Contact: Craig Thompson, ext 3330

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

Job Title: Student ESL Instructional Aide

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

Job Skills and Qualifications: English-Spanish bilingual. Ability to follow directions well. Ability to work with beginning level adult ESL students. Ability to work as a teacher's aide in an ESL classroom in Fallbrook four mornings a week. Willing to participate in the class activities.
Duties: Help small groups of students understand teacher's directions. Work one on one with low-level students on the English alphabet, numbers, and beginning level reading and writing. (Materials and directions will be provided by the instructor.) Give basic class information in English and Spanish to new students. Help with registration forms.

Number of positions: 1 to 2

Total hours per week: 10

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Lee Chen or Sheri Cully ext 2273

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

**Job Title:** Student Computer Lab Assistant

**Location:** H-116

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

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

Number of positions: 2

Total hours per week: 20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Tracy Fung, ext 8180

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

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

**Location:** H-222
Job Skills and Qualifications: Ability to communicate and work well with diverse students, staff, and faculty. Ability to file, organize materials, and take direction. Prompt and reliable with good phone etiquette and customer service skills. Bilingual ability in English and Spanish preferred. Working knowledge of Microsoft Word, Excel, Outlook, and the Internet.

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

Number of positions: Up to 3

Total hours per week: 10-20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Lee Chen, ext 2273

**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

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

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

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

Location: ESC-405
Job Skills and Qualifications: Knowledge of basic operations of a computer lab; experience with MS office and the internet; knowledge of setting up email; bilingual.

Duties: Provide assistance to ESL students and instructors in the computer lab; give lab orientations; perform routine tasks such as preparing the computers for class, logging 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: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Tracy Fung, ext 8180

**Department: Enrollment Services**

**Job Title:** Student Admissions/Financial Aid Assistant

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

Job Skills and Qualifications: Capable of filing confidential documents. Experience with computer data entry and EXCE spreadsheets. Capable of working with students and staff in a respectful and confidential manner. Excellent time management and organizational skills. Ability to work independently with minimal supervision. Strong customer service skills.

Duties: Provide clerical assistance in the Admissions/Financial Aid Office. File confidential student financial aid and admissions documents. Enter data into our multiple student databases and spreadsheets including creating electronic document images. Provide great customer service to current and prospective students inquiring about general information over the phone, in person, and via email.

Number of positions: 4

Total hours per week: 10-20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Benjamin (Jamie) Moss ext 8117

**Department: Enrollment Services**
Job Title: Student Office Assistant

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

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

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

Number of positions: 3

Total hours per week: 12-20

Work schedule: To be arranged

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

Department: EOP&S

Job Title: Student EOP&S Office Specialist

Location: AA-141

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

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

Number of positions: 2

Total hours per week: 20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Lorraine Lopez, ext. 2236

Department: EOPS/CARE, CalWORKs and FYRST

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

Location: AA-141
Job skills and Qualifications: Ability to communicate with peers, staff and students; knowledge of basic computer applications; pride in your Palomar College experience; confident public speaking skills; strong written and verbal communication skills; knowledge of Palomar College programs and support services; strong interpersonal and organizational skills.

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

Number of positions: 2

Total hours per week: Not to exceed 20 hours

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

Wage: $16.00 per hour

Supervisor/Contact: Lorraine Lopez, ext. 2236

**Department: Facilities/Grounds Services**

**Job Title:** Student Groundskeeper

**Location:** San Marcos Campus

Job Skills and Qualifications: Must be registered in 12 units for the fall and spring semesters; perform grounds maintenance and routine gardening work; operate a variety of grounds 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 maintenance 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: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Tony Rangel ext 3020
Department: Facilities

Job Title: Student Office Assistant

Location: San Marcos Campus- RS Building

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

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

Number of positions: 1

Total hours per week: 20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Dayna Schwab, ext 3451

Department: Financial Aid, Veterans & Scholarship Services

Job Title: Student Financial Aid Student Worker- Back Office

Location: Financial Aid (SSC)

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

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: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Beth Hicks, ext. 2404
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 student and staff 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: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Beth Hicks, ext. 2404

Department: Fiscal Services

Job Title: Student Cashier/Accounting Clerk

Location: Fiscal Services A-2

Job Skills and Qualifications: Cashiering experience, interest in gaining an introduction to accounting activities associated with community college operations, great customer service, responsible, and reliable.

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

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

Number of positions: 1-2

Total hours per week: 20

Work schedule: To be arranged

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Manager/Contact: Robert Threatt, ext. 3764
**Department: Fiscal- Cashier’s Office**

**Job Title:** Student Cashier Clerk

**Location:** Fiscal Services A-2

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

**Duties:** Perform cashiering and record keeping duties. Also involves serving students at the cashier window by collecting payments, cash handling, and answering questions pertaining to 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 and needs.

**Number of positions:** 2

**Total hours per week:** 20

**Work schedule:** To be arranged

**Wage:** $12.00, $14.00, or $16.00 per hour depending on experience.

**Manager/Contact:** Cassandra Stone, ext. 3660

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**Department: Fiscal Services/ Accounting Payable**

**Job Title:** Accounting Clerk (FWS)

**Location:** Fiscal Services A-2, San Marcos campus

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

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

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

**Number of positions:** 1

**Total hours per week:** 20
Work schedule: To be arranged

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Manager/Contact: Ping Lee, ext. 3661

**Department: Fitness Center**

**Job Title:** Front Desk Staff & Quality Control Lead

**Location:** Fitness Center

**Job Skills and Qualifications:** Customer Service experience, flexible schedule (able to open Fitness Center and/or work Saturdays), reliable, punctual, and the ability to solve problems efficiently and effectively.

**Duties:** Include but not limited to Customer service, sales, Quality Control, campus errands and light administrative duties, as assigned.

**Number of positions:** 2

**Total hours per week:** 10-20

**Wage:** $14.00 or $16.00 per hour -based on experience

Management/Contact: Paul Boley, pboleypalomar.edu or 760-744-1150, Ext. 2486
Supervisor/Contact: Michelle Fifield, mfifield@palomar.edu

To apply: Fill out an application, email it or bring it in to the Fitness Center along with a copy of your Federal Work Study notification stating your award.

**Work Schedule:** We will work around your class schedule. We are open Monday – Friday 6 am – 8 pm & Saturday 7 am – 8 pm. closed Sundays and multiple holidays.

**Department:** GEAR UP Program

**Job Title:** Student Tutor/Mentor

**Location:** San Marcos and Escondido School Districts

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

**Duties:** Responsibilities include, but are not limited to conducting instructional exercises assigned by teachers; work with individual students (9-10 grade) or with small groups answering
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:  $12.00, $14.00, or $16.00 per hour depending on experience.
Supervisor/Contact:  Joe Vasquez, PC GEAR UP Coordinator, (760) 744-1150 ext 2240

Department:  Graphic Communications

Job Title:  Student Graphics Assistant

Location:  MD Building, San Marcos Campus

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

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

Number of positions:  4  
Total hours per week:   20

Work schedule:  TBA
Wage:  $12.00, $14.00, or $16.00 per hour depending on experience.
Supervisor/Contact:  Mark Bealo, ext 2958

Department:  Graphic Communications

Job Title:  Student Graphics Print Assistant

Location:  MD Building, San Marcos Campus

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

Duties:
1. Assist students and faculty in printing a variety of graphic art productions. Printed materials
including but not limited to posters, labels, calendar, brochures, flyers, and T-shirt transfers.

2. Communicate with students and faculty regarding the outputs.

Number of positions: 1

Total hours per week: 10-20

Work schedule: TBA

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department: Health Services**

**Job Title:** Health Promotion Assistant

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

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

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

Number of positions: 1-2

Total hours per week: up to 20

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

Wage: $12.00

Supervisor/Contact: Please e-mail resume or CV to Lenka Schalkle in the Student Health Center at: lschalkle@palomar.edu or call: (760) 744-1150 ext. 3711

**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: $12.00 or $14.00 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
Department: Library

Job Title: Library Assistant

Location: San Marcos

Job Skills and Qualifications: Excellent customer/public service skills. Basic computer skills. A good knowledge of library organization, procedures and functions is desirable. Knowledge of the campus is very helpful.

Duties: Provide public service assistance to patrons (students, staff, faculty, and community members) by checking in and out materials and answering basic library and/or campus informational and directional questions. Shelf-reading, re-shelving materials and student study space maintenance and cleaning.

Number of positions: 1 to 2

Total hours per week: 18

Work schedule: Monday-Thursday 4:00pm-8:30pm

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Connie Sterling, ext: 2621

Department: Life Sciences

Job Title: Student Glassware Washer

Location: NS-224

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

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

Number of positions: 1

Total hours per week: 8-20
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: $12.00, $14.00, or $16.00 per hour depending on experience.

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

Department: Mathematics Learning Center

Job Title: Student Math Tutor

Location: MC-1 (San Marcos Campus)

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

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

Number of positions: 4

Total hours per week: 8-12

Work schedule: Monday thru Thursday 9am – 8pm, Friday 9am – 2pm.
Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Fariheh Towfiq, ext. 2716

**Department: Mathematics Learning Center**

Job Title: Student Clerical Assistant

Location: MC-1 (San Marcos Campus)

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

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

Number of positions: 2

Total hours per week: 8-12

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department: Media Studies/Digital Broadcast Arts**

Job Title: 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
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: $12.00, $14.00, or $16.00 per hour depending on experience.

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

Department: Media Studies/Digital Broadcast Arts

Job Title: Student Office Assistant

Location: P-31/Q-9

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

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

Number of positions: 2

Total hours per week: 12

Work schedule: Monday thru Friday, 3 hours per day

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.
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: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Pat Hahn ext. 2964

Department: Media Studies / The Telescope

Job Title: Student Office Manager / Student Administrative Assistant

Location: H-103


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: $12.00, $14.00, or $16.00 per hour depending on experience.

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

Job Title: The Telescope’s Student Online Editor

Location: H-103

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

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

Number of positions: 1

Total hours per week: Not to exceed 20
Work schedule: Monday thru Thursday to be arranged with supervisor.
Wage: $12.00, $14.00, or $16.00 per hour depending on experience.
Supervisor/Contact: Erin Hiro, E-mail ehiro@palomar.edu (preferred) or 3762.

Department: Media Studies / The Telescope

Job Title: Student Distribution Manager

Location: H-103

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

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

Number of positions: 1
Total hours per week: 10-15
Work schedule: 4 hrs Mon, Tue, Wed, 3 hrs Thurs to be arranged,
Wage: $12.00, $14.00, or $16.00 per hour depending on experience.
Supervisor/Contact: Erin Hiro, E-mail ehiro@palomar.edu (preferred) or 3762.
Department: Multicultural Studies

Job Title: Student Office Assistant

Location: MD-364

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

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

Number of positions: 1

Total hours per week: 20

Work schedule: To be arranged with supervisor.

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Dr. Rodolfo Jacobo, ext 2207

Department: Occupational & Noncredit Programs (AEBG)

Job Title: Test Proctor

Location: Varies

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

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

Number of positions: 2-3

Total hours per week: 2-15

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

Wage: $14.00/hour

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

Department: Outreach Services
Job Title: Communications and Marketing Assistant

Location: NB-1

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

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

Number of positions: 2

Total hours per week: 10-20

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

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

Supervisor/Contact: Deanna Shoop, ext 3752

Department: Outreach Services

Job Title: Campus Tour Guide

Location: NB-1

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

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

Number of positions: Many

Total hours per week: 5-10
Work schedule: Flexible options, including “on-call” basis, Monday thru Friday

Wage: $14.00 per hour

Supervisor/Contact: Deanna Shoop, ext 3752

**Department: Outreach Services**

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

**Location:** NB-1

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

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

Number of positions: Many

Total hours per week: 5-15

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

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

Supervisor/Contact: Deanna Shoop, ext 3752

**Department: Outreach Services**

**Job Title:** Office Operations Assistant

**Location:** NB-1

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

Duties: Looking for an employment experience that will support your career? Join the Outreach Services team! Provide support to overall department operations. Provide clerical support such as organization, creating Microsoft Office files, campus deliveries and help in launching the new department. Help maintain department organization of large volume of brochures and promotional materials. Support department events.
Number of positions: 2

Total hours per week: 10-15

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

Wage: $12.00 per hour

Supervisor/Contact: Deanna Shoop, ext 3752

**Department: Outreach Services**

**Job Title: Campus Tour Guide for middle Schools**

**Location: NB-1**

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

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

Number of positions: Many

Total hours per week: 4-10

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

Wage: $14.00 per hour

Supervisor/Contact: Deanna Shoop, ext 3752

**Department: Outreach Services**

**Job Title: Outreach Services**

**Location: NB-1**

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

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

Number of positions: 2

Total hours per week: 10-20

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

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

Supervisor/Contact: Deanna Shoop, ext 3752

**Department: Outreach Services**

**Job Title:** Technology/CRM Assistant

**Location:** NB-1

Job Skills and Qualifications: Must have knowledge of computer applications and some experience with installation and setup of programs. Experience with marketing, tracking data, building web pages, and leveraging social media are highly desirable. Must be hardworking, creative and willing to learn. Attention to detail is a must. Support positive work environment.

Duties: Looking for an employment experience that will support your career? Join the Outreach Services team! Directly support Outreach Manager in the implementation of a CRM (Customer Relations Management) system and when implemented the on-going maintenance of the CRM system. A CRM is an approach to managing a college’s interaction with current and prospective students. It uses data analysis about a students' interactions with the college to improve relationships with students, through recruitment and retention. The CRM software compiles data from high school visits, college fairs, community events, college's website, email, live chat, marketing materials, and social media. Through the CRM a college learns more about its target audiences and how to best meet their needs.

Number of positions: 2

Total hours per week: 10-20

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

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

Supervisor/Contact: Deanna Shoop, ext 3752
**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:** 2 or 3

**Total hours per week:** 12

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

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

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

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**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:** $12.00, $14.00, or $16.00 per hour depending on experience.

**Supervisor/Contact:** Lorrena Harvey Lharvey@palomar.edu; ext. 2567
Department: Performing Arts / Music Area

Job Title: Student Computer Music Lab Proctor

Location: D2A

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

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

Number of positions: 2-3

Total hours per week: 10-15

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

Department: Performing Arts

Job Title: Student Box-Office 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: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Heather Murray, ext. 3049
Department: Performing Arts

Job Title: Student PAD Performance Box-Office Window Assistant

Location: Howard Brubeck Theatre Box-Office- PAC 101

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

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

Number of positions: 1

Total hours per week: to be arranged

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Heather Murray, ext. 3049

Department: Performing Arts

Job Title: Student Technical Theatre Assistant

Location: Howard Brubeck Theatre

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

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

Number of positions: 2

Total hours per week: 16 / variable

Work schedule: 1 – 5 Monday thru Thursday

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

Job Title: Student Photo Digital Lab Assistant

Location: F-22 Lab & MD-223

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

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

Number of positions: 1

Total hours per week: 17

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Photography Dept ext 2440

Department: Photography AMBCS

Job Title: Student Photo Lab Assistant

Location: F-22 Lab

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

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

Number of positions: 1

Total hours per week: 20

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Photography Dept ext 2440

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: $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Melinda Carrillo, ext. 2570

Department: Service Learning

Job Title: Service Learning Student Assistant

Location: P-8B

Job Skills and Qualifications: Interest in service learning and social justice. Required skills: good oral/written communication skills, goal oriented, basic clerical skills, ability to work well with others and conduct interest research. Desired qualifications: completed service learning in class, worked with diverse communities. Schedule: work 2-3 days per week.

Job Duties/Description: Provide assistance to Service Learning Coordinators in the areas of office support and outreach to students, faculty, and community partners. The student assistant will complete clerical tasks, conduct internet research, work on projects, outreach to students/faculty/community partners, and participate in peer mentoring.

Total hours per week: 10

Work schedule: Monday-Friday, 10:00am-4:00 pm

Wage: $16.00 per hour
Supervisor/Contact: Angela Kong akong@palomar.edu, ext. 3734

**Department: Student Wellness Advocacy Group**

**Job Title:** Wellness Mentor

**Location:** Palomar San Marcos Campus DR-4

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

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

**Total hours per week:** 10

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

**Wage:** $14.00 per hour

Supervisor/Contact: Anjeanette Oberg aoberggarcia@palomar.edu, ext. 2329

**Department: Student Affairs**

**Job Title:** Student Assistant

**Location:** Primary work location is the San Marcos campus, with opportunity for additional hours at the Escondido Center, Fallbrook Center, Rancho Bernardo Center, and district affiliated sites and training centers.

**Job Skills and Qualifications:** Students must be self-motivated, possess good communication skills, practice student-centered customer service, have proficient computer skills, and the ability to work in a fast-paced environment with multiple interruptions.

**Duties:** Students hired for these positions will alternate between working in many functional areas and locations for the Office of Student Affairs including but not limited to the Student Affairs main office, the Student Activities Office, Student Computer Lab, the Student Affairs Hub, SEAL Center, and the Anita & Stan Maag Food & Nutrition Center, as well as designated areas for Student Affairs work at the Palomar College sites and centers. Students will complete a variety of tasks associated with each location/functional area and are responsible for responding to student questions and requests for information about student clubs, Associated Student Government, Palomar College policies and procedures, Student Activities and events, community resource support options, and provide general support for Office of Student Affairs programs, services, activities and events. Some duties include staffing Student Affairs events (including set up of canopies and clean up), support the selling, promotion, and production of student services, student activity cards, locker rentals, promotional materials for the Office of Student Affairs. Student Staff will interface with a diverse student population and provide
student-centric customer support. Student Staff will implement policies and procedures as directed; maintain inventory lists; troubleshoot and assist with all office equipment; create and produce advertisements; support social media and web development; use various technical equipment to produce student/staff/faculty/administration cards; preform administrative tasks; answer office phones; collaborate with volunteers; support Food & Nutrition Center operations, assist with weekly food events and occasional food distributions at Palomar College district sites and centers, and more

This includes staffing Student Affairs events, setting up events (ex: setting up canopies), provide basic maintenance to keep all locations clean and perform related duties and responsibilities as assigned.

Number of positions:  Varies
Total hours per week:  10-20
Work schedule:  Monday-Thursday, 8am-5pm & Friday, 8am-12pm occasional evenings and off campus.
Wage:  $12.00 per hour
Supervisor/Contact:  Malik Spence  mspence@palomar.edu  ext. 2594

**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-make up 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:  $12.00 per hour
Supervisor/Contact:  Lorrena Harvey lharvey@palomar.edu, exr. 2567
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: $12.00, $14.00, or $16.00 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: $12.00, $14.00, or $16.00 per hour depending on experience.
Supervisor/Contact: Debra Avila, ext 3663

**Department: Telecom Projects-TTIP South**

**Job Title:** Student Video Production Assistant

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

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

**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:** $12.00, $14.00, or $16.00 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:** $12.00, $14.00, or $16.00 per hour depending on experience.

Supervisor/Contact: Sergio Hernandez, ext 3702

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**Department: The STEM Center**

**Job Title:** Student Center Aid-positions available in Chemistry, Computer Science, Engineering, Physics & Biology
Location: STEM Center (NS-310)

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

Job Duties/Description: STEM Center tutors clarify concepts and share study strategies with students. Tutors ask questions to extract knowledge from students, and they lead students to develop their own understanding of the material. Guide students to develop their own critical thinking skills to help them become independent learners.

Total hours per week: 5-8

Work schedule: To be arranged with student

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department: The STEM Center**

**Job Title: Student Office Assistant**

Location: STEM Center (NS312)

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

Number of positions: 3

Total hours per week: 10-15

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

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**Department: STEM Center**

**Job Title: STEM Center Front Desk Staff**

Location: STEM Center (NS-310)

Job Skills and Qualifications: We are seeking enthusiastic student to join our STEM Center team to help with front desk coverage. Can train students in the daily operations of the STEM Center, allowing them to gain a new skill set.
Job Duties/Description: Will be supporting the front desk in the STEM Center; greeting students who enter the STEM Center; assisting with checkout of materials; ensure students login and out as they enter/exit the STEM Center; assist with printing; answering phones; maintaining and organizing STEM Center space.

Number of positions: 2 Summer 2019 & 3 Fall 2019

Total hours per week: 10-15

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

Wage: $14.00 per hour

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

**Department: Trade & Industry**

Job Title: Office Student Worker

Location: Trade and Industry; T-101

Job Skills and Qualifications: General office skills; Microsoft suite

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

Number of positions: 2

Total hours per week: 10-20

Work schedule: Mon - Thur 12-4:30

Wage: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**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: $12.00, $14.00, or $16.00 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: $12.00, $14.00, or $16.00 per hour depending on experience.

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

**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: $12.00, $14.00, or $16.00 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: $12.00, $14.00, or $16.00 per hour depending on experience.
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: $12.00, $14.00, or $16.00 per hour depending on experience.
Supervisor/Contact: Abby Corona, Academic Department Assistant ext. 2393 or acorona@palomar.edu