# **OPEN Positions at the Virtual Student Employment Fair**

(Ctl+Click on hyperlinked position title to navigate to job descriptions below. You can also go to the VIEW tab, select NAVIGATION PANE in the SHOW window to self-navigate this document).

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Number** | **Wage** | **Position title and # of open positions** | **Supervisor** |
| IH0205B | $13.75/hr | [Student Government (multiple)](#_Student_Government_(Multiple) | Sarah Gruhler |
| IH100AB | $14.42/hr | [Office Assistant (10)](#_Office_Assistant_I) | Ken Pruett |
| IH0323B | $13.75/hr | [Academic Aid II – Language & Writing… (10-12)](#_Academic_Aid_II) | Janice Taylor |
| IH0587B | $13.75/hr | [Academic Aid II – Transitional Studies… (10-12)](#_Academic_Aid_II_1) | Janice Taylor |
| IH0105B | $13.50/hr | [Childcare Aide (Varies)](#_Childcare_Aide_(Positions) | Paul Caggianese |
| IH0747B | $14.42/hr | [Office Assistant (Varies)](#_Office_Assistant_(Positions) | Paul Caggianese |
| IH0641B | $13.75/hr | [Activities Programming Board Student Leader (2)](#_Activities_Programming_Board) | Samantha Lelo |
| WS0178B | $13.75/hr | [Peer Mentor (1)](#_Peer_Mentor_(1) | Rosalba Pitkin |
| WSS496B | $14.42/hr | [Human Resources Office Assistant (4)](#_Human_Resources_Office) | Vipin Tripathi |
| WS0102B | $13.75/hr | [Music Department Work Study](#_Music_Department_Work) | Shelly Williams |
| WSS408B | $14.42/hr | [Career Center Assistants (2)](#_Career_Center_Assistant) | Cath Keane |
| WSS107B | $14.42/hr | [Career Services Front Desk Receptionist (2)](#_Career_Services_Front) | Cath Keane |
| WSS271B | $14.42/hr | [Office Assistant (6)](#_Office_Assistant_(6) | Michelle Mussen |
| WSS272B | $14.42/hr | [Office Assistant (4)](#_Office_Assistant_(4) | Michelle Mussen |
| WS0186B | $13.75/hr | [Library Access Services Assistant II (3)](#_Library_Access_Services) | Connor Cantrell |
| WSS733B | $14.42/hr | [Financial Wellness Ambassador (2)](#_Financial_Wellness_Ambassador) | Sheri Terjeson |
| WS0811B | $13.50/hr | [Kitchen Services Worker (2)](#_Kitchen_Services_Worker) | R. Earl Frederick Jr. |
| WS0797B | $13.50/hr | [Native Plant Center Assistant (2)](#_Native_Plant_Center) | Kathleen Perillo |
| WS0323B | $13.75/hr | [Academic Aid II – Language & Writing… (10-12)](#_Academic_Aid_II_2) | Janice Taylor |
| WSS587B | $13.75/hr | [Academic Aid II – Transitional Studies… (10-12)](#_Academic_Aid_II_3) | Janice Taylor |
| WS0105B | $13.50/hr | [Childcare Aide (Varies)](#_Childcare_Aide_(Positions_1) | Paul Caggianese |
| WS0747B | $14.42/hr | [Office Assistant (Varies)](#_Office_Assistant_(Positions_1) | Paul Caggianese |

Click here to view the Student Employment Checklist to learn about the full process: <http://www.clark.edu/enroll/careers/job-search/studentemploymentchecklist.pdf>

**Intuitional Hire (Non-Work Study)**

# **Academic Aid II Language and Writing** Tutor (10-12 positions available)

Job Code: IH0323B | Wage: $13.75/hr | Supervisor: Taylor, Janice [jltaylor@clark.edu](mailto:jltaylor@clark.edu)

Interested in becoming a Peer Tutor? Do you excel in one or more subject areas and have great interpersonal skills!? Qualifications: Must have a B+ or better in the class(es) you wish to tutor. Must have or be able to obtain an instructor recommendation. Must be enrolled in 6 or more credits and be eligible for student employment. Must have 1 year or more remaining at Clark as a student. Must be willing to work in a remote environment and have computer, video, microphone and necessary equipment for Zoom tutoring capabilities.

# **Academic Aid II Transitional Studies Tutor** (10-12 positions available)

Job Code: IH0587B | Wage: $13.75/hr | Supervisor: Taylor, Janice [jltaylor@clark.edu](mailto:jltaylor@clark.edu)

Interested in becoming a Peer Tutor? Do you excel in one or more subject areas and have great interpersonal skills!? Qualifications: Must have a B+ or better in the class(es) you wish to tutor. Must have or be able to obtain an instructor recommendation. Must be enrolled in 6 or more credits and be eligible for student employment. Must have 1 year or more remaining at Clark as a student. Must be willing to work in a remote environment and have computer, video, microphone and necessary equipment for Zoom tutoring capabilities.

# **Student Government** (Multiple positions available)

Job Code: IH0205B | Wage: $13.75/hr | Supervisor: Gruhler, Sarah [sgruhler@clark.edu](mailto:sgruhler@clark.edu)

These are remote positions and will only be asked to work on campus if the College returns to in-person services. Committees will meet virtually on zoom. The ASCC Student Representative is responsible for providing student voice to current College councils and committees. This crucial role is responsible for attending a variety of College committee meetings throughout the academic year and providing monthly reports to the ASCC Student Government. The Student Representative position requires excellent communication skills, organization, time management, and ability to respond promptly to in person and written communication. A variety of work schedules are available, depending on the committee. Many meet weekly, twice a month, or even 1-2 times per quarter, making it easy to find a committee that fits into your schedule.

# **Activities Programming Board Student Leader** (2 positions available)

Job Code: IH0641B | Wage: $13.75/hr | Supervisor: Lelo, Samantha [slelo@clark.edu](mailto:slelo@clark.edu)

Remote for fall and winter. On campus for spring (if we go back to campus). The Activities Programming Board creates family, social, cultural, educational and awareness events for our students. The APB team works within a budget, researches events and adheres to an event timeline. Must have completed 12 college level credits, be enrolled in 8 credits and possess a 2.50 cumulative grade point average. Students should be available to work 15 hours Monday – Friday 8am – 5pm, possibly some evening/weekend events.

# **Office Assistant I** (10 positions available)

Job Code: IH100AB | Wage: $14.42/hr | Pruett, Kenneth (Ken) [KPruett@clark.edu](mailto:KPruett@clark.edu)

Monitor lab patrons to ensure compliance with Clark College's Student Computing Resources Policy. Perform routine maintenance of the lab including cleaning of all equipment. Assist students in the use of PC's and Mac's and their related applications software and peripheral devices. Help students experiencing login problems, and provide assistance to students using wireless access devices. Other duties as assigned. To qualify, you must be currently enrolled in 6 credits or more at Clark College and maintain a minimum 2.0 GPA. On-Campus. Shift: Part-time, not to exceed 15 hrs/wk. Must know basic computer skills and operation/troubleshooting of the current Windows and Macintosh OS platforms including the Microsoft Office Suite. Excellent customer service skills delivered in a courteous manner. Punctuality and dependability are absolute musts. Macintosh and wireless networking skills are a plus.

# **Childcare Aide** (Positions vary)

Job Code: IH0205B | Wage: $13.50/hr | Supervisor: Caggianese, Paul [pcaggianese@clark.edu](mailto:pcaggianese@clark.edu)

Assist with play/activities of children in the Child & Family Studies program. Assist with classroom activities, material preparation and monitor activities as instructed. Assist children with daily routines including naptime, free play, meal and snack assistance, hygiene routines, and general supervision of children. Cleaning of toys, kitchens, classroom materials and play spaces as needed. Related duties as necessary. Experience and Education: Preferred but not required: Experience working with children ages12 months to 5 years of age. Early Childhood Education Students. Must enjoy working with children of all ages and cultivating a safe and positive environment. Ability to attend on-going trainings to meet accreditation requirements; stand for periods or time; sit on the floor; ability to lift 25-50 pounds.

Relaxed/Casual dress is recommended for outside and inside environments.

# **Office Assistant** (Positions vary)

Job Code: IH0747B | Wage: $14.42/hr | Supervisor: Caggianese, Paul [pcaggianese@clark.edu](mailto:pcaggianese@clark.edu)

Assist front office with clerical tasks. Answering phones, taking messages, directing calls, greeting visitors & families. Experience & Education: Previous experience in an office setting preferred but not required.

**Work Study positions (Students must be Financial Aid eligible)**

# **Native Plant Center Assistant** (2 positions available)

Job Code: WS0797B | Wage: $13.50/hr | Supervisor:Perillo, Kathleen [KPerillo@clark.edu](mailto:KPerillo@clark.edu)

This position will have both in person and remote components. Students will be propagating & maintaining native plants assisting staff with greenhouse and outside work. This position entails about 8-12 hours each week (and potentially up to 17 hrs on some weeks).  Work days: Tue/Wed 11-3 and other days M, Th, and F as needed.  Qualifications needed: Comfortable taking and following direction, stay on task and complete work until finished, clear and direct communicator, comfortable working outdoors in all types of weather.  Ability to lift 25 lbs.  Must enjoy working in the dirt with plants!

# **Career Services Front Desk Receptionist** (2 positions available)

Job Code: WSS107B | Wage: $14.42/hr | Supervisor: Keane, Catharine [ckeane@clark.edu](mailto:ckeane@clark.edu)

This position is completely remote. Work schedule is to be arranged, within the Career Service posted hours M - Th 8:00 - 6:00, F 8:00 - 1:00. The Receptionist assists with remote reception tasks such as checking voicemail, scheduling appointments, making reminder calls and helping students via phone and Zoom; plus phone outreach to student groups, data entry and clerical tasks. Previous customer service and/or office work is desired, must have Work Study award for Fall, Winter, Spring, and a GPA of 2.5 or higher. Must have strong verbal and written communication skills and a commitment to racial equity.

# **Career Center Assistant** (2 positions available)

Job Code: WSS408B | Wage: $14.42/hr | Supervisor: Keane, Catharine [ckeane@clark.edu](mailto:ckeane@clark.edu)

This position is completely remote. Work schedule is to be arranged, within the Career Service posted hours M - Th 8:00 - 6:00, F 8:00 - 1:00. The Career Center Assistant schedules appointments, performs clerical tasks, communicates with students on email, phone and Zoom, and assists with phone outreach campaigns such as contacting "undecided" students. Previous customer service and/or office work is desired; must have Work Study award for Fall, Winter, Spring, and a GPA of 2.5 or higher. Must have strong verbal and written communication skills and a commitment to racial equity.

# **Financial Wellness Ambassador** (2 positions available)

Job Code: WSS733B | Wage: $14.42/hr | Supervisor: Terjeson, Sheri [STerjeson@clark.edu](mailto:STerjeson@clark.edu)

Remote only. This position promotes the Financial Wellness Program and increase awareness of the benefits of financial literacy by creating and distributing marketing around campus. Staffing events to promote program awareness of financial wellness program messaging and service. Creating marketing documents to support program services and events. Speak with students directly to promote program messaging and services. Provide outreach to those applying for emergency grants. Must have t e ability to work with others m a helpful and courteous manner, work independently, follow verbal and written instructions, and lift 20 lbs. Must have strong computer skills (i.e. Microsoft Office Suite, Outlook, typing, social media, internet search). Ability to learn specialized software. Knowledge of graphic design software desired. Must have strong verbal and written communication. Experience with coaching and/or public speaking.

# **Kitchen Services Worker** (2 positions available)

Job Code: WS0811B | Wage: $13.50/hr | Supervisor: Frederick, Robert (Earl) [RFrederick@clark.edu](mailto:RFrederick@clark.edu)

This position is not recruiting for remote operations. The work will be on campus at MCI. Students will assist Faculty/staff and students with daily production of food, daily cleaning and sanitizing duties. Students must have a current Washington State Food Handler’s card. Ability to lift 40 pounds minimum. Work hours include, Monday - Friday, hours and days vary. Can be as early as 7 a.m. & as late as 5 p.m.

# **Library Access Services Assistant II** (3 positions available)

Job Code: WS0186B | Wage: $13.75/hr | Supervisor: Cantrell, Connor [CCantrell@clark.edu](mailto:CCantrell@clark.edu)

Recruiting for remote work with the option for some work on-campus. In remote operations, student employees are asked to help research content for displays, to participate in library website usability testing, and to assist with data entry and customer service tasks. Employees in this position are also expected to participate in our team's mandatory social equity training program, in which they read and discuss content to prepare to respond to bias-based behavior on the job. There is an emphasis on evaluating and improving library services in each of these tasks. This is a great entry-level opportunity for interested students to practice skills used in galleries, libraries, archives, and museums. There is no set shift for this remote position, but candidates should plan on scheduling their hours in the following range: Monday-Friday 8:00am-5:00pm.

# **Academic Aid II Language and Writing Tutor** (10-12 positions available)\*

Job Code: WS0323B | Wage: $13.75/hr | Supervisor: Taylor, Janice [jltaylor@clark.edu](mailto:jltaylor@clark.edu)

Interested in becoming a Peer Tutor? Do you excel in one or more subject areas and have great interpersonal skills!? Qualifications: Must have a B+ or better in the class(es) you wish to tutor. Must have or be able to obtain an instructor recommendation. Must be enrolled in 6 or more credits and be eligible for student employment. Must have 1 year or more remaining at Clark as a student. Must be willing to work in a remote environment and have computer, video, microphone and necessary equipment for Zoom tutoring capabilities.

# **Academic Aid II Transitional Studies Tutor** (10-12 positions available)\*

Job Code: WSS587B | Wage: $13.75/hr | Supervisor: Taylor, Janice [jltaylor@clark.edu](mailto:jltaylor@clark.edu)

Interested in becoming a Peer Tutor? Do you excel in one or more subject areas and have great interpersonal skills!? Qualifications: Must have a B+ or better in the class(es) you wish to tutor. Must have or be able to obtain an instructor recommendation. Must be enrolled in 6 or more credits and be eligible for student employment. Must have 1 year or more remaining at Clark as a student. Must be willing to work in a remote environment and have computer, video, microphone and necessary equipment for Zoom tutoring capabilities.

# **Human Resources Office Assistant** (4 positions available)

Job Code: WSS496B | Wage: $14.42/hr | Supervisor: Tripathi, Vipin [VTripathi@clark.edu](mailto:VTripathi@clark.edu)

No remote options available, students are required to work on campus. Students will serve as primary point of contact for the HR department as front desk receptionist. Intake, review and process a variety of HR forms for completeness, answer phones, and process incoming/outgoing mail. Qualifications: Experience using Microsoft Office Suite (MS Word, Excel, PowerPoint, Outlook, Access), having customer service skills and ability to work with confidential information and maintain confidentiality. Ability to work effectively under pressure in a fast-paced work environment and able to effectively manage multiple tasks with competing priorities. Desired work schedule – We will work with students schedule, however more open availability and flexibility is better.

# **Peer Mentor** (1 position available)

Job Code: WS0178B | Wage: $13.75 | Supervisor: Pitkin, Rosalba [rpitkin@clark.edu](mailto:rpitkin@clark.edu)

The Multicultural Student Affairs (MSA) Peer Mentor Program creates a welcoming environment in the Diversity Center in Gaiser Hall 214 and online. They provide outreach to students through phone calls, email, and class visits; direct students to resources; offer support and guidance; and plan and participate in ODEI and college events. MSA Peer Mentors assist in fulfilling the college’s mission to provide a brave, affirming learning environment for students of diverse identities.

# **Childcare Aide** (Positions vary)\*

Job Code: WS0205B | Wage: $13.50/hr | Supervisor: Caggianese, Paul [pcaggianese@clark.edu](mailto:pcaggianese@clark.edu)

Assist with play/activities of children in the Child & Family Studies program. Assist with classroom activities, material preparation and monitor activities as instructed. Assist children with daily routines including naptime, free play, meal and snack assistance, hygiene routines, and general supervision of children. Cleaning of toys, kitchens, classroom materials and play spaces as needed. Related duties as necessary. Experience and Education: Preferred but not required: Experience working with children ages12 months to 5 years of age. Early Childhood Education Students. Must enjoy working with children of all ages and cultivating a safe and positive environment. Ability to attend on-going trainings to meet accreditation requirements; stand for periods or time; sit on the floor; ability to lift 25-50 pounds.

Relaxed/Casual dress is recommended for outside and inside environments.

# **Office Assistant** (Positions vary)\*

Job Code: WS0747B | Wage: $14.42/hr | Supervisor: Caggianese, Paul [pcaggianese@clark.edu](mailto:pcaggianese@clark.edu)

Assist front office with clerical tasks. Answering phones, taking messages, directing calls, greeting visitors & families. Experience & Education: Previous experience in an office setting preferred but not required.

# **Office Assistant** (6 positions available)

Job Code: WSS271B | Wage: $14.42/hr | Supervisor: Mussen, Michelle [mmussen@clark.edu](mailto:mmussen@clark.edu)

Remote work option. Serve as the first point of contact for new students, access resource materials to answer questions about getting started, refer students to other campus departments as needed, and answer busy phone lines. Assist with Campus switchboard. Help with intake of all transcripts to be added to student files for evaluation. Assist with processing online and paper admission applications, answer basic residency questions, send letters to students, scan documents into our imaging system, update student records, file, process mail, and perform other clerical duties as assigned. Support proctoring students in Assessment. Job Requirements: Strict confidentiality with student information required. Excellent customer service skills, professional demeanor and strong communication skills. Strong office and computer experience or training. Accuracy, good eye for detail and the ability to multi-task and follow directions while working in a busy office environment. Preferred schedule is during business hours, but willing to be flexible while virtually working.

# **Office Assistant** (4 positions available)

Job Code: WSS272B | Wage: $14.42/hr | Supervisor: Mussen, Michelle [mmussen@clark.edu](mailto:mmussen@clark.edu)

Support proctoring students in Assessment. Assist with Campus switchboard. Help with intake of all transcripts to be added to student files for evaluation. Assist with processing online and paper admission applications, answer basic residency questions, send letters to students, scan documents into imaging system, update student records, file, process mail, and perform other clerical duties as assigned. Serve as a point of contact for new students coming to Clark College to test. Answering phones. Setting up student tests, explaining directions, and cleaning labs. Job Requirements: Strict confidentiality with student information required. Excellent customer service skills, professional demeanor and strong communication skills. Strong office and computer experience or training. Accuracy, good eye for detail, and the ability to multi-task and follow directions while working in a busy office environment.

# **Music Department Work Study**

Job Code: WSS102B | Wage: $13.75/hr | Supervisor: Williams, Shelly [SJWilliams@clark.edu](mailto:SJWilliams@clark.edu)

Set up and tear down concert band and jazz band rehearsal space (stands, chairs, etc.) on Mondays, Wednesdays, and Fridays. Assist band director with set up and tear down for end of quarter concerts. Store and secure college owned instruments and equipment in the storage room after rehearsals and concerts. Set up orchestra (stands and chairs) on Tuesdays. Set up choral risers and chairs on Mondays, Wednesdays, and Fridays. Copy, collate, and distribute sheet music to band, choir, or orchestra musicians. Assist choral director with set up and tear down for end of quarter choral concerts. Any other task as directed by music program coordinator or tenured faculty. Job Requirements: Knowledge of concert and jazz band instrumentation and score order. Knowledge of proper handling and storage of large percussion and electronic instruments. Integrity, self-motivation, attention to detail and an extremely cooperative spirit under extraordinarily busy circumstances required. Good time management skills are a must as work may occur outside of class time. Knowledge of Microsoft Excel and ctcLink is also required.