

department Staples Student Senate/Student Life Ce
contact person last name Heppner
contact person first name Erich
interview time place by appointment, (218)-855-8260 or at eheppner@clcmn.edu
positions available 1
job title Senate Advisor Work Study
job description Student Life work study students oversee and maintain the Staples Student Life Center. Work study students will answer phones, will service as a resource to students, will check out games, will keep the Student Life Center clean and stocked, and will help with student activities. Work study students are expected to be self-motivated, friendly, and hard working. Work study students will be expected to work 10 hours per week.
hours needed varies
job location Staples

department Athletics Baseball
contact person last name Voigt
contact person first name Brian
interview time place 218-851-8251 by appointment
positions available 3
job title Baseball Work Study
job description Working in all activities within the baseball program, such as: maintaining the baseball field, entering stats into the database, working youth fall baseball league, working youth baseball camps and clinics, entering youth registrations for leagues, camps, and clinics and driving vans to games
hours needed varies
job location Brainerd

department	ITV/Facilities
contact person last name	Mertes
contact person first name	Karen
interview time place	855-8052 Administrative Suite
positions available	1
job title	ITV and Facilities Assistant
job description	Assist ITV/Facilities coordinator in the Administration office. Help with getting ITV classes up and running and processing the ITV paperwork to off campus sites. Assist the coordinator with scheduling the facilities and working with maintenance. Assist with filing/copying work for faculty. Need good phone etiquette and voice. Computer work as well as paperwork, copying, assisting the Administrative suite as needed with jobs. Looking for someone to work a couple of afternoon/evenings during the week. Looking for a first year student that would be coming back next year to have the continuity of a worker
hours needed	Aft. - Eve. Coverage Flexible
job location	Brainerd

department	Maintenance
contact person last name	Cooper
contact person first name	Brenda
interview time place	855-8232
positions available	1
job title	Maintenance Work Study
job description	Assist maintenance workers. Duties include vacuuming, dusting, assisting with occasional set-ups.
hours needed	Flexible
job location	Brainerd

department Biology/Chemistry
contact person last name LaDoucer
contact person first name Teresa
interview time place 855-8065 call for appointment
positions available 2
job title Biology Student Lab Assistant
job description Assist the Biology Department in keeping the labs in good working order. Duties include lab clean up and set up, inventory, washing of glassware, preparation of solutions, cleaning microscopes, and assisting college lab assistant in the performance of their duties.
hours needed
job location Brainerd

department Accounting
contact person last name Ehnert
contact person first name Kristina
interview time place 855-8092 call for appointment
positions available 1
job title Accounting Program Work Study
job description Assist the accounting faculty with general office duties as needed. Office duties will include; filing, grading assignments, data entry into spreadsheets, making posters and supporting the Accounting Club. A strong working knowledge of Microsoft Word and Excel are required.
hours needed Flexible to work with student's class and study schedule (max 10 hours per week
job location Brainerd

department Women's Center
contact person last name Flor-Behrens
contact person first name Vicki
interview time place 218-828-1216 or vicki.f@womenscenteronline.org
positions available 2
job title Maintenance
job description Minor repairs, cleaning, some security
hours needed
job location off campus, Brainerd

department	tech services
contact person last name	Tinsley
contact person first name	Liz
interview time place	855-8200 call for appointment
positions available	1
job title	Help Desk/ Computer Commons Assistant
job description	Duties include but not limited to: Monitoring the Computer Commons, answering phones, assist/trouble shoot issues that may arise. Light cleaning in the lab and equipment. Assist IT with related IT services.
hours needed	Flexible
job location	Brainerd

department	Theatre Box Office
contact person last name	Beckmann
contact person first name	Jean
interview time place	By appointment, 218-855-8253
positions available	1
job title	Box Office Assistant
job description	Provide exceptional customer service sales support for the CLC Thetre box office both in-person and via phone. Must have datat entry skills, be friendly and comfortable working with diverse clientele, and be able to multi-task while experiencing periodic interruptions
hours needed	Box office hours are Tues - Fri from 10 - 2 pm with some early evenings and Satu
job location	Brainerd, occasionally off campus

department	Veterans Center
contact person last name	Harsha
contact person first name	Theresa
interview time place	855-8279 by appointment
positions available	1
job title	Veterans Center Work-study
job description	Worker must be personable, willing to greet and help visitors and/or refer them to appropriate resources. Must use proper phone etiquette and be organized. Worker will need to organize/straighten Veterans Resource Center(VRC) and/or clean as needed, make sure supplies are stocked, clean tables and appliances, make coffee and other various small tasks, to help upkeep the VRC. Worker will also need to monitor visitors to ensure they are signing in. Worker will need to familiarize themselves with veterans benefit information provided in the VRC. Worker must be able to navigate themselves with computer applications, specifically familiar and fairly comfortable using Microsoft Office Word, Excel, and Power Point. Worker must also be able to work in a semi fast-paced environment when needed such as navigating around the college to help students and/or placing flyers up within the college. Worker will assist with various tasks for the Higher Education Veterans programs, the VRC advisor, and the VRC family coordinator.
hours needed	Flexible
job location	Brainerd

department	Brainerd Student Life Center
contact person last name	Heppner
contact person first name	Erich
interview time place	by appointment 218-855-8260 or ehunter@clcmn.edu
positions available	1
job title	Brainerd Student Life center work-study
job description	Student Life work study students oversee and maintain the Brainerd Student Life Center. Work study students will answer phones, will service as a resource to students, will check out games, will keep the Student Life Center clean and stocked, and will help with student activities. Work study students are expected to be self-motivated, friendly, and hard working. Work study students will be expected to work 10 hours per week.
hours needed	flexible, Mmon - Fri
job location	Brainerd

department Auto
contact person last name Johnson
contact person first name Ray
interview time place 855-8114 Auto shop between 3:30 and 4:15
positions available 1
job title OFFICE ASSISTANT
job description Clerical work, need Microsoft Office skills
hours needed
job location Brainerd

department Foundation
contact person last name Matter-Hines
contact person first name Amy
interview time place 218-855-8135 by appointment
positions available 1
job title Office Assistant
job description Assist with basic administrative and clerical functions. Call for more details.
hours needed Flexible (Summer 2017, Fall 2017) (2-10 hours/week)
job location Brainerd

department Staples Weight Room
contact person last name Heppner
contact person first name Erich
interview time place by appointment (218)-855-8260 or at eheppner@clcmn.edu
positions available 1
job title Weight Room Monitor
job description Weight Room work study students oversee and maintain the Staples Weight Room. Work study students will answer phones, will service as a resource to students, and will keep the weight room clean. Work study students are expected to be self-motivated, friendly, and hard working. Work study students will be expected to work 10 hours per week.
hours needed flexible, Mon - Fri
job location Staples

department Admissions
contact person last name Jenni Brose
contact person first name Nick Bickford
interview time place Jenni 855-8035, Nick 855-8079
positions available 1
job title Admissions work study
job description Applicant should be organized, reliable, willing to learn and take direction. Sufficient data entry with compliance of privacy/security laws. Basic Microsoft/computer knowledge needed.
hours needed flexible, willing to work around your class schedules.
job location Brainerd

department America Reads
contact person last name Davis
contact person first name Becky
interview time place 855-8020
positions available 8
job title Reading/Math assistant
job description Students will work at a local elementary school assisting with reading or math.
hours needed flexible, but these positions typically do not start before the end of September
job location area schools

department Theatre
contact person last name Marsolek
contact person first name George
interview time place By appointment 218-855-8204
positions available 1
job title Theatre Production Assistant
job description This is a physical workstudy position. You will be bending , carrying, standing, lifting, reaching, sitting, crouching, and moving. PRODUCTION WORK STUDY INCLUDES AND IS NOT LIMITED TO: working with power tools, sweeping, mopping, vacuuming, hanging instruments, organizing, building sets/scenery, prop building, working with sound components, costuming, and additional job duties as assigned. You will be trained in the above job duties. No loose fitting clothing, jewelry, etc.
hours needed Varied, Mon - Fri, day and evening, with occasional Saturdays.
job location Brainerd, occasionally off campus

department Central Lakes College Ag/Energy Center
contact person last name Hulinsky
contact person first name Tiffany
interview time place 218-894-5141
positions available 1
job title Office Assistant
job description Knowledge with Social Media and Microsoft Office skills.
hours needed To be determined
job location Staples

department Music
contact person last name Anderson
contact person first name Steve
interview time place 855-8215
positions available 1
job title music dept work study
job description miscellaneous activities, music student preferred but not absolutely necessary
hours needed flexible
job location Brainerd

department Central Lakes College Ag/Energy Center
contact person last name Hulinsky
contact person first name Tiffany
interview time place 218-894-5141
positions available 1
job title Office Assistant
job description General office duties. Must have Microsoft Office skills
hours needed flexible
job location Staples

department Meta 5, Displaced Homemaker
contact person last name Pilgrim
contact person first name Kimberly
interview time place 218-855-8010 by appointment
positions available 1
job title Office Assistant
job description Answer phone, filing, data entry- computer skills, writing-editing newsletter, understanding of DH desirable, confidentiality required.
hours needed Flexible
job location Staples

department VESTA-Viticulture
contact person last name Emslie-Drummond
contact person first name Dennis
interview time place by appointment-218-894-5133
positions available 1
job title Wine Lab Asst
job description Laboratory assistant to Minnesota Wine Quality Alliance grant. Some chemistry/biology lab experience helpful. Need at least 4 hour block of time to run analysis with instructor.
hours needed Flexible
job location Staples

department maintenance
contact person last name Denise
contact person first name Bickford
interview time place by appointment 612-532-4966
positions available 1
job title maintenance worker
job description Assist maintenance workers. Duties include vacuuming, dusting, assisting with occasional set-ups.
hours needed variable - between 2 pm and 10:30 pm
job location Brainerd

department Maintenance
contact person last name Mehr
contact person first name Brenda
interview time place 855-8232
positions available 1
job title custodial assistant
job description Assist maintenance workers. Duties include vacuuming, dusting, assisting with occasional set-ups
hours needed vary
job location Brainerd

department Student Life
contact person last name Heppner
contact person first name Erich
interview time place by appointment, eheppner@clcmn.edu
positions available 1
job title Community Advisor
job description Community Advisors (CAs) are part time student employees working approximately 15 hours per week with the Department of Student Life who help students navigate their transitions while they are living at the Parkway Apartments Residence Community. CAs help students develop a community that supports students' academic and personal success. Must be a student resident at Parkway Apartments
hours needed flexible
job location Brainerd

department maintenance
contact person last name Coyer
contact person first name Nathan
interview time place by appointment 320-412-3214
positions available 1
job title maintenance work study
job description Assist maintenance workers. Duties include vacuuming, dusting, assisting with occasional set-ups.
hours needed
job location

department	Welding
contact person last name	Otto
contact person first name	David
interview time place	855-8086, by appointment
positions available	2
job title	Welding Helper, Cleaning Person
job description	Cleaning shop and other misc. duties.
hours needed	
job location	Brainerd