

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 assisitant in the performance of their duties.
hours needed	
job location	Brainerd

department Recruiter - Student Services

contact person last name Topp

contact person first name Tambera

interview time place by appointment, 218-855-8123 or ttopp@clcmn.edu

positions available 5

job title Student Ambassador

job description CLC Ambassadors are student representatives of Central Lakes College. CLC Ambassadors are student representatives of Central Lakes College. Students will exhibit a service-oriented attitude, a desire to meet and greet campus visitors, and a willingness to assist campus guests and other persons interested in CLC. ambassador should have strong interpersonal skills, the ability to work in team environments, and display an enthusiasm for CLC.

Duties include but are not limited to:

- Learning about CLC and the admissions process. Training will be provided and is mandatory.
- Lead campus tours tailored to the prospective students' interest.
- Staff the Student Link area, by greeting and directing students, answering general questions and working on miscellaneous projects.
- Meet and greet campus visitors from their post.
- Following up with prospective students who have an interest in CLC.
- Attend and assist with student events and activities, and possible community events.

TO BE ELIGIBLE FOR THE AMBASSADOR PROGRAM, YOU MUST HAVE A MINIMUM 2.5 GPA FOR THE TERM PRIOR TO APPLICATION AND HAVE BEEN A STUDENT AT CLC FOR AT LEAST ONE SEMESTER

hours needed Mon - Fri, flexible (some events may require evenings or week-ends)

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 American Sign Language  
contact person last name Hoting-Mrazek  
contact person first name Tanya  
interview time place 855-8239 by appointment  
positions available 1  
job title Sign Language Work-study  
job description This person must be comfortable using Microsoft Word, Excel, and Desire2Learn. Filing, correcting assignments, and making posters. Typing and organizational skills will be needed.  
hours needed Friday afternoons and flexible hours as needed  
job location Brainerd

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 Computer Commons  
contact person last name Tinsley  
contact person first name Liz  
interview time place 218-855-8200  
positions available 3  
job title IT Work Study/Computer Commons  
job description General office duties. Must have Microsoft Office skills or willing to learn.  
hours needed flexible  
job location Brainerd Campus

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