

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 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 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](mailto: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 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

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 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 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 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 Bookstore  
contact person last name Asher  
contact person first name Carrie  
interview time place 218-855-8275  
positions available 2  
job title Bookstore work study  
job description This person will be responsible for providing excellent customer service while assisting students, faculty, staff, and families with purchases of bookstore items. At times, this is a physical position. You will be bending, carrying, standing, lifting, reaching, and crouching. Cleaning and other tasks may also be assigned by Bookstore staff. Must have good attention to detail as making change is part of the cashiering duties, as well as alphabetical and numerical filing. Experience preferred but not required.  
hours needed flexible  
job location Brainerd

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 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