

Department	Job Title	Start Date	Job Description	Special Requirements	No. of Requested Hires	Contact	General Funds
Emergency Medical Services - Paramedic	Office Assistant	10/1/2016	Complete basic Word and Excel paperwork; Organize and maintain supply closets; Assist operations of the EMS programs. Days of the week: MWF (times flexible).		2	Beth Watt: 530-524-5864	
Chemistry	Lab Aid		Perform basic lab duties such as washing glassware, cleaning balances and benches, and assisting the lab technician with other tasks. This position will allow an interested student to gain experience working in a laboratory environment	Completed one (1) semester of college chemistry (with lab) receiving an A or B grade	1	Jenny Heath: 530-938-5262	
Counseling and Student Support Programs	Office Assistant	8/1/2016	Answer phones; make appointments; assist Office Receptionist; filing; assist advisors with projects	Ability to handle multiple people, situations, and tasks	1	Valerie Roberts: 530-938-5353	
Biology	Lab Aid	8/15/2016	Help with the following: inventory of student supplies, washing dishes, some care of specimens, and other laboratories duties as assigned by the Laboratory Technician		1	Alison Varty: 530-938-5249	
Athletics (Football)	Filmer	8/7/2016	Film practice/games for review by student athletes/coaches; download film post practice/post games for review	Must be able to use a camera and be willing to learn how to download video to our computer	2	Charlie Roche: 530-938-5269	
Athletics (Football)	Equipment Assistance	8/7/2016	Set up field Equipment	Basic understanding of football related equipment; be able to follow instructions on field set up and take down.	3	Charlie Roche: 530-938-5269	
Athletics	Game Management				2 in Fall & 2 in Spring	Monique Gonzalez: 530-938-5368	
Athletics	Laundry Assistant	8/1/2016			1 in Fall & 1 in Spring	Todd Zeigler: 530-938-5293	
Athletics	Grounds/Facilities Assistant	8/1/2016			3 in Fall & 3 in Spring	Todd Zeigler: 530-938-5293	
Financial Aid	Office Assistant		Filing, answer phones, assist students at the front counter.	Must have computer knowledge.	2	Jan Harris: 530-938-5837	
Community Relations & College Foundation	Clerical Aid/Receptionist	7/1/2016	Answer phones and assist customers; data entry and preparation of correspondence; maintain positive relations with campus and community; maintain and distribute the Campus Master Activities Calendar	Knowledge of office methods, computer applications, and public and human relations skills; Ability to communicate effectively in oral and written form	2 to 3	Dawn Slabaugh: 530-938-5373	
Human Resources	Student Assistant	ASAP	Answer campus switchboard and HR phone; greet customers; provide general campus information; process out-going mail; distribute incoming mail; operate copy machine	Basic word processing knowledge	1	Brynn Fogerty: 530-938-5317	
Bookstore	Account Clerk	8/1/2016	Serve as cashier; assist customers; receive shipments and prepare orders/returns for shipping; stock shelves; promote positive community relations	Knowledge of basic principles, methods, and practices of cashiering; inventory skills; knowledge and proficiency with Microsoft Office programs	1	Ryan Galbraith: 530-938-5318	
Maintenance and Operations	Grounds Maint. & Custodial Services	7/1/2016	Grounds maintenance: mowing, weeding weed eating, planting, edging, pruning, trash pick up; Custodial Services cleaning the campus buildings with mops, brooms, scrubbers, polishers, by hand with rags, restocking paper products delivering mail and packages etc.		8	Eric Rulofson: 530-938-5851	
Lodges	Resident Advisor		Work with students on campus to develop a community that is safe and supportive of academic endeavors; establish and host monthly social and educational programs; participate in evening and time rounds; communicate campus policies	Liv-in position for 36 weeks; evening and weekend hours required	6	Doug Haugen: 530-938-5295	
Lodges	Office Assistant		Assist lodges staff with clerical tasks such as sorting resident mail, tracking incentive points, filing documents and answering phone calls		1	Doug Haugen: 530-938-5295	
Lodges	Weekend Custodian		Support custodial staff by emptying common area trash bins and stocking bathroom toiletries, vacuuming, window cleaning, and dusting	Work weekends and holidays	1	Doug Haugen: 530-938-5295	
Student Services	Student Leader		Provide support for special events held on campus; other duties include guiding, greeting, and directing visitors to areas of campus during recruitment events		20	Doug Haugen: 530-938-5295	

Student Services	Student Ambassador		Assist with outreach and recruitment efforts; duties include campus tours, mail and electronic contact with potential students, travel to local school districts and recruitment fairs		3	Doug Haugen: 530-938-5295
Food Services	Cafeteria Assistant		Assist with food preparation, service during meal time, collecting fees, and clean up duties		10	Doug Haugen: 530-938-5295
Eagle's Nest Resale Shop	Sales Associate	7/1/2016	Greet and thank customers; assist customers with questions; hang and organize clothing; organize and shelve new merchandise; light cleaning; operate cash register	Ability to work Saturdays; must have basic computer knowledge	3 to 5	Angel Fisher: 530-938-4663