

Department	Position	Job Location	Supervisor	Contact	Phone Number	Start Date	End Date	Number of Hours per Students	Special Requirements	Job Description	
Art 2D, 3D, Photo	Art Aid	McCloud Hall Art Areas	Zach Zweigle	Sean Kenny	(530) 938-5239	8/26/19	5/20/2020	3	10	None	These are positions that cover the 2D, 3D, and photography areas to the Fine Arts Program. They are roles that support the continued functioning of these respective art areas. They are important, fun and growth inspiring.
ASC Tutoring Services	Peer Tutor	ASC Weed & Yreka	Brian Rozendal	Brian Rozendal	(530) 938-5514	8/26/2019	12/12/2019	TBD	2-20	Completion of EDUC 0894 (1 credit online Tutor Training course); instructor recommendation and completion of course to be tutored with an A or B grade.	Tutor peers in various subject areas as determined by qualifications; assists with front desk responsibilities as needed; helps open or close ASC as relevant to tutor's work schedule; dresses and acts professionally during work hours; prioritizes schoolwork and maintains passing grades in all courses; respects privacy of tutees and maintains confidentiality of their academic performance.
ASC Tutoring Services	Student Help Desk	ASC Weed & Yreka	Brian Rozendal	Brian Rozendal	(530) 938-5514	8/26/2019	12/12/2019	TBD	2-20	None	Answer help desk and ASC phone lines, respond to voicemails and Help Desk emails; set up laptops and prepares ASC classrooms as requested by faculty, staff, and administrators; help open or close ASC as relevant to work schedule; dresses and acts professionally during work hours; prioritizes schoolwork and maintains passing grades in all courses; respects privacy of tutees and maintains confidentiality of their academic performance.
Athletics- FOOTBALL	Filmer	Football Field	Dennis Roberts	Charlie Roche	(530) 938-5269	8/12/2019	11/20/2019	2	8-10	Ability to work a camcorder. Basic computer skills. Able to follow instructions. Punctual.	Student will be filming games and practices for the football team. Student will download film into HUDL.
Athletics- Men's Basketball	Video Coordinator	Gym	Kyle Heath	Kyle Heath heath@siskiyous.edu	(530) 938-5859	8/27/2019	12/13/2019	1	18	None	Filming practice on a daily basis and filming games.
Athletics- Woman's Volleyball and Basketball	Statistician	Gym	Tom Powers	Tom Powers	(530) 938-5307	8/25/2019	05/20/2020	1	10	Computer skills. Knowledge of Volleyball and Basketball statistics and understanding of film.	Watching film and doing the stats of practices on a daily basis. Watching film and stating games during season. Camera/T. V use for editing and office organization/work.
Athletics Facilities/Laundry/Equipment	Athletics Assistance	Athletics Facilities	Dennis Roberts	Dennis Roberts	(530) 938-5313	8/1/2019	5/31/2020	6	10	None	Help take care of athletic facilities. Cleaning weight rooms, working on athletic fields, helping with game management.
CTE/Athletics	Office Assistant	ESTC administrative offices	Dennis Roberts	Anne Marie	(530)-938-5504	8/13/2019	5/24/2020	1	10 to 15	General office and customer service skills. Basic knowledge of MS Word, MS Excel, and MS Publisher preferred.	Great opportunity to gain experience in an administrative office. Clerical duties include filing, answering phones, assisting students and the public with various questions, handling large mailers, and working on special events.

Bookstore	Sales & Inventory Student Worker	Bookstore	Ryan Galbraith	Ryan Galbraith	(530) 938-5318	8/1/2019	5/22/2020	2	6	While performing the duties of this job, the employee is regularly required to sit, stand and walk. The job requires skill, adeptness and speed in the use of fingers, hands and limb on a repetitive basis. The employee must regularly lift and/ or move up to 10 pounds and occasionally lift and/or move supplies and/ or equipment up to 50 pounds and perform activities	The Bookstore Sales & Inventory Clerk provides service to Bookstore customers and assists with receiving, organizing, merchandising and shipping inventory. Candidates for this position should be able to provide friendly customer service, aptitude to cashier and ability to manage inventory with an organized back stock and a visually appealing sales floor. Occasionally the Sales & Inventory Clerk will be asked to help sell merchandise at games and events on campus.
Eagle's Nest	Clerk/Student Worker	Eagle's Nest Shop/ 123 Main St, Weed	Angel Keen	Angel Keen	(530) 938-4663	7/1/2019	6/30/2020	4-6	10 to 20	None	<a href="http://www.siskiyous.edu/employment/documents/eaglesnest.pdf">Job Description</a> http://www.siskiyous.edu/employment/documents/eaglesnest.pdf
EMS- Paramedic/EMT	Clerical Aid	ESTC 111, Weed Campus	Beth Watt	Beth Watt	(530) 524-5864	10/1/2019	5/20/2020	2	12	None	Clerical help-Student will be copying, filing paperwork, sorting/stocking supplies for the EMS programs, and checking in student materials.
Facilities	Maintenance Helper	Weed Campus (outdoors)	Veronica Rivera	Melinda Garland	(530) 938-5233	5/1/2019	5/1/2020	2	20	Physical labor is required for all work in the maintenance department.	Help Maintenance staff with grounds keeping, small construction projects, and custodial duties.
Financial Aid	Clerical Aid	Weed Campus, Student Center Building	Jan Harris	Jan Harris	(530) 938-5209	7/1/2019	5/20/2020	2	15	Basic computer skills and good customer service skills.	Assist the Financial Aid staff with answering phones and filing paperwork. Assist students and parents at the front counter. Perform other duties and tasks as assigned by supervisor.
Fine Art	Art Department Aide	McCloud Hall 4-112, Weed	Zach Zweigle	Sean Kenny	(530) 938-5239	9/1/2018	5/24/2019	3	15	None	Student workers will be helping with general organization, and function of the respective studio spaces. Also providing assistance to the ISS2 position.

Food Services	Café Assistant	Cafeteria	Cindy Martel	Cindy Martel	(530) 938-5232	8/12/2019	5/21/2020	10	Up to 19	None	This is a fast paced environment. You will be trained to prepare and serve food. You will be trained to operate the Point of Sale System (cashier), provide customer service, do inventory, stock retail items, dishes, overall cleaning and sanitation and some catering. You will be required to obtain a Food Handlers Card, which College of the Siskiyous will provide for you at the time of hiring. The Food Handlers Card is valid for 5 years and can be used at any establishment serving food.
Library	Library Student Assistant	Library	Linda Kiely	Linda Kiely	(530) 938-5331	8/26/19	5/21/2020	6-7	6 to 10	Customer service skills	Assist in the circulation of library materials using an automated library system. Check in and out library materials, explain due dates, fines and library services. Interact with visitors and telephone callers in a friendly, professional manner, direct queries to the proper staff person. Other Duties include making signs, assisting with displays, processing new materials, recovering books, cleaning and sanitizing books and workstations, shelving and shelf-reading, basic repair of books, accurately counting copier change and rolling coins for deposit and assisting library staff with inventory of library materials, furniture and equipment and other duties as assigned. Ability to work 6 to 10 hours per week in 2 to 3 hour shifts.
Public Relations and Foundation	Clerical Assistant	Weed Campus. Building 95	Carie Shaffer/Dawnie Slabaugh	Carrie or Dawnie	(530) 938-5373	4/30/2019	4/30/2020	1	10	None	

Student Lodging	Resident Advisor	Lodges	Doug Haugen	Doug Haugen	(530) 938-5237	08/01/2019	5/31/2020	10	4-20	Lodges will hire 8-9 Resident Advisors- through a recruitment and interview process 2-3 other positions included Office support and Custodial cleaning by student workers.	Office support, filing- answering phones, sorting mail. Custodial- weekend trash removal, vacuuming, sweeping.
Vice President of Student Services Office	Office Clerk/ Receptionist	Student Services Office/ JMSC	Melissa Green	Janice Gonzalez	(530) 938-5597	8/20/2018	6/30/2020	1	8 to 19	General office and customer service skills. Basic knowledge of MS Word, MS Excel, and MS Publisher preferred.	Great opportunity to gain experience in an executive office. Clerical duties include filing, answering phones, assisting students and the public with various questions, handling large mailers, and working on special events.