

Campus	Number Requested	Hours Per Week	Job Title	Job Description	Primary Skills	Pay Rate Per Hour
Main	3	15-20	Student Information Assistant	Greet visitors, give directions, to all areas of WTCC; including off campus sites, give out general information and literature, and alphabetize and file records.	Must be able to speak clear English to communicate well. Must be able to work well with the public and do light filing.	\$8
Main	1	15-20	Office Assistant	Assist the Division Secretary with general office tasks; ordering supplies, filing, campus deliveries, typing memos and notes, mail distribution, and proofreading documents.	Must have working knowledge of MS Word, professional attitude, ability to follow written and oral instructions, good communication skills, and ability to work with a diverse group of colleagues.	\$8
Main	1	15-20	Chemistry Lab Assistant	Assists the Chemistry Lab Technicians and Chemistry Instructors with preparation and clean up of labs.	Prefers a student that has taken at least Chemistry 151. Must have organizational skills, be able to work independently, and computer skills.	\$8
North Campus	1	15-20	Laboratory Assistant	Assists with laboratory setup for Chemistry and Biology courses. Ability to follow safety rules. Arrange equipment, prepare solutions, and clean up. Perform basic office and data entry work.	Must have good math and computer skills, high school biology/chemistry. Be able to follow safety rules and procedures.	\$8

Main	3	15-20	Printing Equipment Operator	Operate copiers and bindery equipment to give administrative areas quality printed material.	Knowledge and use of large copiers and bindery equipment.	\$8
Main	3	15-20	Office Assistant	Assist admissions with filing, organizing, labeling student records, and create letters and documents as needed.	Must be very organized, detailed oriented, resourceful, responsible, familiar with filing, proficient with Microsoft Word and Excel.	\$8
Main	1	15-20	Foundation Office Assistant	Will perform clerical duties such as filing, data entry/updates to donor contract information, archive old files, assist with programs and fundraising.	Must have knowledge of MS Office Suite, Access database experience needed, ability to work with the public including students, and the ability to run MS Word mail merges.	\$8
Main	1	15-20	Culinary Office Assistant	Perform clerical duties for department including, assisting with Flavors Restaurant reservations and operations.	Must have some food beverage knowledge, experience with MS Office and administrative experience. Prefer a Culinary major.	\$8
Main	3	15-20	Culinary Lab Assistant	Help set up instructor cooking demos and maintain food/supply storage areas.	Must be a culinary tech student and familiar with measures, stock rotation, and sanitation procedures.	\$8

North	1	15-20	Office Assistant	Assist with making copies, filing, assisting students with web advisor, and other projects as needed.	Must have great verbal and non verbal communication skills, excellent use of MS Office, general office skills, and motivated.	\$8
Main	1	15-20	Public Relations Office Assistant	Provide administrative support; submit announcements to media websites and community calendars; track & compile press clippings and online articles.	2003 & 2007 MS Word, Excel, PowerPoint; basic computer procedures including electronic file maintenance, email correspondence, & photo editing; oral & written communication skills.	\$8
Main	1	15	IT Service & Support Student Worker	Provide clerical/administrative support such as data entry and other tasks/projects assigned.	Must have experience in MS Office, clerical skills, and customer service skills.	\$8
Main	3	15-20	Library Clerk	Check in/out and shelve library materials; refill and trouble shoot printers; and answer telephones.	Must have excellent communication skills	\$8
Main	1	15	Office Assistant	Assists polices and procedures coordinator with an on-going project and also provide general office assistance for office; mail, typing, filing, and errands.	Must have a eye for detail, ability to multi-task, knowledge of MS Word & Excel, and internet research.	\$8

Main	1	15-20	Office Assistant	Duties will include; typing, filing, running errands, mail, making copies, using web advisor, and other duties assigned.	Must have good organizational skills, follow directions, punctual, and knowledge of MS Word and Excel.	\$8
HSC	1	15-20	Office Assistant	Assist in making ID cards, answering phones, copying, sorting mail and other clerical duties.	Good communications skills, ability to use a PC, speak English clearly and fluently, and the ability to get along with others.	\$8
Main	1	15-20	Biology Lab Assistant	Assists Biology lab Technicians and Instructors with preparation of labs, lab clean up and other tasks when asked.	Should have taken Biology or Chemistry or enrolled for Fall semester. Must have organizational skills, be able to work independently, and computer skills.	\$8
Main	2	15-20	Transcript Filing Clerk Assistant	Assist with filing, alphabetizing, and pulling student records.	Provide a high degree of accuracy. Good knowledge of filing in alpha and numerical order. Pay close attention to detail. Ability to bend, stoop, and climb a step ladder to perform clerical duties. Sort and distribute mail.	\$8
Main	1	15	College Transfer Office Assistant	Assist with answering telephones, check-in students, filing, and returning calls.	Must have good communication skills.	\$8

North	1	15-20	Offices Assistant	Duties will include; filling in at front desk, assisting with filing, light typing duties, distributing bulletins and flyers, mail distribution and bulk mailing, event set-up, and assist with restocking and delivery of supply items.	Must have good customer service skills, excellent computer skills (MS Office & Internet) and be familiar with office equipment. Must also demonstrate a high degree of professionalism and be able to handle confidential information without incident.	\$8
-------	---	-------	-------------------	--	---	-----