



NICOLET COLLEGE

Work Study Positions

Rate of Pay: \$10/Hour

Average Hours Per Week: 10-20 hours

A & P/Microbiology Lab

Job Title: A & P Work Study Assistant

Duties: Set-up lab cultures, assist with occasional lab set-up, clean up, and light office duties.

Qualifications: Preferred student with completion of General A & P course.

Contact: Travis Ling

Phone: (715) 365-4605

Academic Success

Job Title: Academic Success Work Study

Duties: Assist with basic office duties and various projects as requested by instructors and staff.

Qualifications: Must be able to maintain confidentiality and interact well with students, faculty, and staff. Must be able to work independently, have excellent written and oral communication skills as well as basic computer knowledge.

Contact: Chris Holewinski

Phone: (715) 365-4455

America Reads

Job Title: America Reads Tutor

Duties: Tutor reading to children; children reading to tutor; and provide assistance in areas of reading, writing, spelling, vocabulary and homework.

Qualifications: Must be patient, dependable, enjoy working with children, have good reading/interpersonal communication skills, and must have personal transportation.

Contact: Financial Aid Office

Phone: (715) 365-4423

AODA Associates Degree Program

Job Title: AODA Program Work Study

Duties: Greet students, schedule appointments, coordinate and organize community activities, assist with other various clerical duties as assigned, update power points as needed, other literature as needed, and attend community support activities.

Qualifications: Completed first year of AODA program in good standing and remain in good standing, must be able to maintain student confidentiality, and have excellent communication, organization and documentation skills.

Contact: Tekia Longstreet, AODA Program Instructor CSAC, ICS

Phone: (715) 365-4568

Art & Graphic Design Labs

Job Title: Art & Graphic Design Department Work Study

Duties: Copy and prepare printed handouts for program students, clean classrooms, maintain operational supplies, put away and organize supplies, prepare materials for program students, etc.

Qualifications: Nicolet student

Contact: Nathan Wilson

Phone: (715) 365-4506

Automotive Lab

Job Title: Auto Lab Assistant Work Study

Duties: General shop maintenance, cleaning, and preparing vehicles and equipment for lab training.

Qualifications: Good technical skills.

Contact: Ken Duesing

Phone: (715) 365-4525

Bookstore

Job Title: Bookstore Clerk Work Study

Duties: Assist customers, receive and shelve textbooks, and do computer data entry. Hours are flexible.

Qualifications: Superior customer service and computer skills.

Contact: Cindy Domaika

Phone: (715) 365-4443

Business Division

Job Title: Business Division Work Study

Duties: Operate the copier, shred papers, and fax documents. Answer telephone, take and deliver messages, some typing, and filing. Hours negotiable.

Qualifications: Knowledge of MS Word and Excel are helpful.

Contact: Tracy Dailey

Phone: (715) 365-4693

Business Office

Job Title: Business Office Work Study

Duties: Provide customer service for students, staff and visitors. Assist the Business Office staff with processes that include data entry, verification and retrieval of information for Accounts Payable, Accounts Receivable and Payroll.

Qualifications: Dependable, honest, trustworthy.

Contact: Katie Parizek, Student Accounts and Billing Specialist

Phone: (715) 365-4554

Bytes

Job Title: Café and Retail Work Study

Duties: Provide customer service to students, staff, and visitors. Assist the Bytes staff with setting up the salad buffet each day, folding and/or hanging various retail items such as sweatshirts, mugs, keychains, etc. Deliver meal orders to various buildings. Monitor condiments and replenish as needed, and other duties as assigned.

Qualifications: Must be reliable, have good communication skills. Some computer knowledge is a plus, but will train on the specific program as needed.

Contact: Angela Fox

Phone: (715) 365-4417

Communications

Job Title: Communications Work Study

Duties: Computer work, mailings, produce newspaper clipping board packets, make photocopies, proof read, distribute marketing materials, and deliver packages on campus.

Qualifications: Reliable. Some computer skills. Able to walk around campus to distribute materials.

Contact: Sondra Llanos

Phone: (715) 365-4512

Cosmetology

Job Title: Cosmetology Aide

Duties: Organize, clean, enter data, and other duties as assigned.

Qualifications: Must work well with others, possess strong organization skills, identify areas of need, and be able to work independently and maintain student confidentiality.

Contact: Suzi Bellman

Phone: (715) 365-4613

Culinary Arts

Job Title: Culinary Arts Work Study

Duties: Assist with general kitchen duties as well as cleaning and copying.

Qualifications: Culinary Arts student

Contact: Vicki Mendham

Phone: (715) 365-4452

Dental Hygiene

Job Title: Dental Hygiene Program Work Study

Duties: Work directly with staff, faculty and students assisting with the following activities: basic office, inventory and clinical patient management, projects or other duties as assigned.

Qualifications: Dental hygiene student preferred. Must be dependable, have good communication skills, some computer experience, able to work with limited supervision, lift 40 lbs., and must be able to maintain confidentiality.

Contact: Vicky Cummings

Phone: (715) 365-4473

Early Childhood Education

Job Title: Early Childhood Education Work Study

Duties: Assist cleaning and organizing the lab space, oversee lab usage, assist with special events and projects, and other duties as assigned by Supervisor.

Qualifications: Must be responsible, be dependable, demonstrate a professional, pleasant, and willing attitude, and maintain confidentiality. Must possess or be willing to learn basic computer skills.

Contacts: Vicki Severson and Diana Rickert

Phone: Vicki: (715) 365-4634, Diana: (715) 365-4585

Financial Aid

Job Title: Financial Aid Work Study

Duties: Answer phones, assist students, basic office duties, and other duties as assigned.

Qualifications: Must possess good customer service skills, attention to detail, basic computer skills, and be able to maintain student confidentiality.

Contact: Financial Aid

Phone: (715) 365-4423

Health Occupations

Job Title: Health Occupations Work Study

Duties: Complete basic office duties and instructor assigned projects, clean manikins, organize equipment inventory, and other duties as assigned by Supervisor.

Qualifications: Health occupations student preferred. Must be dependable, have good communication skills, have some computer experience, be able to work with limited supervision, lift 40 lbs., and must be able to maintain confidentiality.

Contact: Vicky Cummings

Phone: (715) 365-4473

Information Technology Department

Job Title: Computer Information Technology Dept. Work Study

Duties: Work directly with staff members troubleshooting problems; install software and hardware; deploying computers; delivering product and occasional end-user training related to basic operations.

Qualifications: Must have general computer troubleshooting skills.

Contact: Shannon Dantoin

Phone: (715) 365-4414

Information Technologies Lab

Job Title: IT Lab Work Study

Duties: Oversee the IT computer labs and assist students in the operation of computer and network hardware.

Qualifications: Third semester IT program student.

Contact: Scott Biscobing

Phone: (715) 365-4611

Instructional Design

Job Title: Captioning Assistant Work Study

Duties: Captioning videos (will train).

Qualifications: Good computer skills, ability to meet deadlines and detail oriented.

Contact: Aaron Panke

Phone: (715) 365-4926

Invasive Species Removal

Job Title: Campus Sustainability Work Study

Duties: Perform various phases of non-native invasive species removal; including identification, pulling or cutting, treatment to prevent regrowth, and disposal/repurposing of plant material. Training provided.

Qualifications: Must be responsible and able to use various hand tools safely in an outdoor environment. Must be able to lift and carry several lbs., must possess a valid driver's license.

Contact: Patrick Burns

Phone: (715) 365-4904

Lakeside Center Library

Job Title: Library Lead Circulation Desk Work Study

Duties: Assist patrons, work library front desk, shelve and process materials, and other responsibilities as required.

Qualifications: Must be dependable, be able to pay attention to detail, read and understand numbers/letters correctly, be willing to take direction, have good interpersonal skills and be able to work independently. Creativity a plus. Must be physically able to lift several lbs., and climb ladder or stool to shelve/retrieve materials.

Contact: Nora Craven

Phone: (715) 365-4576

Maintenance

Job Title: General Maintenance Work Study

Duties: Assist with building and grounds projects. Independently complete routine jobs such as lawn care/snow removal; cleaning vehicles; pick up litter; and fill firewood bins, and clean vehicles.

Qualifications: Must be able to lift items weighing up to 75 lbs. and must have a valid driver's license.

Contact: Pete Vanney

Phone: (715) 365-4484

Minority Services Lab Assistant

Job Title: Minority Services Work Study

Duties: Greet students, schedule appointments, cover lab, and assist with other various clerical duties as assigned at the LDF computer labs.

Qualifications: Must have good communication skills and be able to maintain student confidentiality.

Contact: Susan Crazy Thunder

Phone: (715) 365-4434

Public Safety

Job Title: Public Safety Work Study

Duties: Data entry, equipment inventory, scanning, basic office duties, and other duties as assigned.

Qualifications: Must be dependable, have good communication, organizational, and multi-tasking skills. Some computer experience required and must be able to lift at least 40 lbs.

Contact: Vicki Nelson

Phone: (715) 365-4641

Trade and Industry

Job Title: Trade and Industry Work Study

Duties: Assist with basic office duties such as copying, faxing, printing, filing, and data entry. Assist with other projects as requested by instructors and staff.

Qualifications: Must be dependable, organized, and demonstrate good communication skills and be able to interact well with students and staff. Must be able to maintain confidentiality. Basic computer skills with good knowledge of MS Word and Excel are preferred.

Contact: Patty Francoeur

Phone: (715) 365-4438

University Transfer/General Education

Job Title: University Transfer Work Study

Duties: Operate the copier, shred papers, and fax documents. Answer telephone; take and deliver messages; some typing and filing. Hours negotiable.

Qualifications: Knowledge of MS Word and Excel are helpful.

Contact: Tracy Daily

Phone: (715) 365-4693

Welcome Center

Job Title: Welcome Center Work Study

Duties: Assist potential and current students, answer phones, make appointments, and other duties as assigned.

Qualifications: Pleasant personality, computer service experience and clerical skills a plus.

Contact: Erika Warning

Phone: (715) 365-4902

Welding

Job Title: Welding Lab Assistant

Duties: Cut parts, clean lab, make repairs, work on projects, run errands, run water jet, operate forklift, and other odd jobs as required.

Qualifications: Must complete Safety in Manufacturing class. (OSHA 10, Forklift certified).

Contact: Warren Krause

Phone: (715) 365-4508

**For an updated listing of current available
Work Study positions, please visit:**

-www.nicoletcollege.edu

-Current Student

-Paying for College

-Student Employment

Please contact the Nicolet College Financial Aid Office at
(715) 365-4423 with questions regarding your eligibility
for Work Study.

*Applicants are considered for all positions without regard to sex, race, color, religion,
creed, gender, national or ethnic origin, sexual orientation, age, marital or veteran
status, disability, or other classifications protected by law.*