



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; listen to 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:** Liz Nameth

**Phone:** (715) 365-4908

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### **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 and, 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 LABS**

**Job Title:** Art 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

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### **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:** Jeanine Fisher

**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:** Laura Wind-Norton

**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, and trustworthy.

**Contact:** Katie Ostrenga, Student Accounts and Billing Specialist

**Phone:** (715) 365-4554

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### **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:** Angie Fox

**Phone:** (715) 365-4903

### **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:** Marie Stott

**Phone:** (715) 365-4613

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### **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

### **EARLY CHILDHOOD EDUCATION**

**Job Title:** Early Childhood Education Work Study

**Duties:** Assist cleaning and organizing the lab space, sorting and classifying books and materials. Assist in preparing materials (as specified by instructors) for class. Copying and preparing paperwork packets. Gathering props and materials needed for in class demonstrations.

**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:** Liz Nameth

**Phone:** (715) 365-4908

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### **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

### **INDUSTRIAL MECHANICAL TECHNICIAN LAB**

**Job Title:** IMT Lab Assistant Work Study

**Duties:** General lab equipment maintenance, cleaning, preparing training equipment for lab activities, maintaining and organizing lab inventory.

**Qualifications:** Organized, self-starter, good communication and technical skills.

**Contact:** Dan Linsmeyer

**Email:** dlinsmeyer@nicolecollege.edu

**Phone:** (715) 365-4519

### **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 Beth

**Phone:** (715) 365-4414

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### **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:** Shannon Beth

**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

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### **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

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### **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:** Grace Davison

**Phone:** (715) 365-4693

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**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

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

**-[www.nicoletcollege.edu](http://www.nicoletcollege.edu)**

**Click -Cost & Aid**

**Then click on -In This Section**

**Choose from drop down box -Work Study**

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

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*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.*