

Flathead Valley Community College

Available Work Study Jobs

2010/2011

ON CAMPUS

Department: Business and Technologies-BSS 108

Apply to: Karla West – 756-3918

Number of Positions Available: 1 **Hours Per Week:** 5

Job Description: Check homework spread sheets in Business math & Accounting

Criteria & Comments: none listed

Department: Business and Technologies-BSS 106

Apply to: Brenda Rudolph – 756-3858

Number of Positions Available: 1 **Hours Per Week:** 5-10

Job Description: Typing, filing and proofreading.

Criteria and Comments: Must be able to type (accuracy more important than speed), needs to be able to work independently and computer skills preferred.

Department: Social Science-Sociology – BSS 121

Apply To: Deb Miller – 756-3923

Number of Positions Available: 1 **Hours Per Week:** 10-15

Job Description: sorting and filing papers, acquisition of library resources

Criteria and Comments: Proficiency in word and windows; scheduling flexible.

Department: Human Services-BSS 129

Apply to: Rick Halverson

Number of Positions Available: 1 **Hours Per Week:** 8-10

Job Description: Typing, filing, special projects (web page)

Criteria and Comments: Able to use a computer (data base, MS Word & Excel), knowledge of how to use the Internet, email and web page.

Department: Human Services Club

Apply to: Rick Halverson-BSS 129 – 756-3871

Number of Positions Available: 2 **Hours Per Week:** 10-15

Job Description: Aid in mechanics of the Human Services Club, filing, typing, and keeping records.

Criteria and Comments: Able to work independently and able to use a computer.

Department: Native American/Multicultural Affairs – AT 226

Apply to: Mick Stremborski – 756-3945

Number of Positions Available: 1 **Hours Per Week:** 4 –6

Job Description: Filing/office work, participation and help with FVCC & Community events.

Criteria and Comments: More hours available during Native American Events

Department: Intramurals/Athletics –Blake Hall 156

Apply to: Sarah Bergford – 756-3893

Number of Positions Available: 4 **Hours Per Week:** 10

Job Description: Intramurals Athletic Assistant: Paperwork-writing articles of sports updates, assistance with intramural programs; Office/Gym supervision; Promote Intramural activities.

Criteria and Comments: Should love sports and working with people, typing, computer skills helpful, and must have strong organizational skills.

Department: Student Development –Blake Hall 160

Apply to: Sharon Randolph – 756-3981

Number of Positions Available: 1-4 **Hours Per Week:** 5-8

Job Description: As a work-study for Student Development you will have the opportunity to assist with setting up a resource center on campus. This will involve contacting campus and community resources, setting up resource files,

making posters, scheduling meetings, answering phones, assist with planning and facilitating activities, and work with various student organizations on campus.

Criteria and Comments: To assist with the student development you will need some computer ability, organizational skills and the desire to have fun.

Department: Eagles Nest – Blake Hall

Apply To: Frank Nguyen – 756-3920

Number of Positions Available: 4 **Hours Per Week:** 15

Job Description: Cashier/Food prep/Dishwashing/Clean-up

Criteria & Comments: None Listed

Department: Theatre Arts – AT Building

Apply To: Joe Legate – 756-3906

Number of Positions Available: 4 + **Hours Per Week:** 10-15

Job Description: Assist in developing theatre productions in FVCC's state-of-the-art, new theatre. Assignments include: Construction, Lighting, Box Office, Publicity and Costumes. Hours are very flexible.

Criteria and Comments: None Listed.

Department: Admissions and Records – Blake Hall 111

Apply to: Sharon Nau – 756-3845

Number of Positions Available: 2-3 **Hours per Week:** 10

Job Description: Assist with registrations, pulling transcripts of returning students, filing registration forms and student records, assisting with phone-in registrations and helping students at the front counter and the proofing of end of semester grades

Criteria and Comments: Student must agree to maintain extreme confidentiality of any information obtained while working in this office. Student should have good organizational skills, flexibility, reliable and willing to work at jobs that require a lot of repetition (alphabetizing, filing and phones).

Department: Admissions/Recruiting – Blake Hall 111

Apply to: Elizabeth Kelly – 756-3847

Number of Positions Available: 1-2 **Hours Per Week:** 10

Job Description: Filling a crucial role in the College's recruitment effort, this position assists the recruitment office in all facets of its activities. You will support our initial contact with students by answering phones, creating and distributing direct-mail packets, forming and maintaining contact databases, and acting as a tour guide. We may assign other duties at your discretion.

Criteria and Comments: Essentially, a successful applicant will possess adequate written and verbal communication skills coupled with the ability to multi-task. A sincerely personable or outgoing demeanor and/or a knack for a data-entry will be valuable strengths, as is an enthusiastic attitude about the college. We encourage students pursuing experience in communications, education, advertising, computer sciences or any other field associated with the duties of this position to apply.

Department: Admissions & Records – Blake Hall 113

Apply To: Marlene Stoltz – 756-3846

Number of Positions Available: 1 **Hours Per Week:** 10

Job Description: Working with hard files of both full-time degree and part-time non-degree seeking students, typing, some data entry and answering the phone.

Criteria and Comments: Dependable, accurate and friendly.

Department: Service Learning – Blake Hall 154

Apply To: Janaya Okerlund – 756-3908

Number of Positions Available: 2 **Hours Per Week:** 10

Job Description: This work-study position will provide support for the Service Learning Coordinator by offering service learning information to students, data entry and filing, classroom presentations, and assisting with Campus Corps team projects (Seussville University, Senior Institute, etc.).

Criteria and Comments: Basic computer skills, people oriented and a team player.

Department: Business Office – Blake Hall 122

Apply to: Kirk Zander – 756-3806

Number of Positions Available: 2-3 **Hours Per Week:** 10-15

Job Description: Office Assistant: Filing of all reports and records, copying and collating, typing, mailing statements, work with accounts payable depending on skill level, under the direction of the Accounting Manager.

Criteria and Comments: Excel spreadsheet knowledge, desired attention to detail and confidentiality a must.

Department: Allied Health – Ross Hall (SAT) 170

Apply To: Myrna Ridenour – 756-3997 or 756 3385

Number of Positions Available: 1 **Hours Per Week:** 8-15

Job Description: Provide clerical support and lab set-up assistance for the practical nursing program.

Criteria & Comments: Basic computer and clerical skills; Medical terminology or medical experience helpful/preferred.

Department: Adult Basic Education – LRC 127B

Apply to: Margaret Girkins – 756-3884

Number of Positions Available: 1 **Hours Per Week:** up to 10

Job Description: Filing, data entry, basic word processing and mailings.

Criteria and Comments: Good interpersonal skills, basic computer skills and ability to maintain high degree of confidentiality.

Department: FVCC Library – LRC 103

Apply to: Michael Ober – 756-3853

Number of Positions Available: 3-4 **Hours Per Week:** 10-15

Job Description: Shelving, filing, typing, computer data entry, office machine and facilities maintenance, circulation/reference assistance, book and periodical processing

Criteria and Comments: Prefer students with prior library experience, public contact background, Library of Congress knowledge and keyboarding proficiency.

Department: TRIO-Student Support Services-LRC 155

Apply to: Russ Lamson – 756-3885

Number of Positions Available: unlimited **Hours Per Week:** 10

Job Description: General Tutoring – Math, Science, Social Sciences, etc.

Criteria and Comments: Tutoring experience & “B” or better in course to be tutored , required; Good study skills and interpersonal skills helpful

Department: Upward Bound-LRC 140

Apply to: Rose Munson – 756-3903

Number of Positions Available: 1 **Hours Per Week:** 10-20

Job Description: Upward Bound assistant will help with general office needs such as photocopying, filing, organizing, etc.

Criteria and Comments: None listed

Department: Upward Bound – LRC 140

Apply to: Rose Munson 0 756-3903

Number of Positions Available: 1 **Hours Per Week:** 10-20

Job Description: Upward Bound is a college prep program that serves eligible high school students. The after school tutor will serve students from approximately 3-5 p.m. in area high schools.

Criteria and Comments: Proficient in math/science w/ability to tutor high school students; general tutoring skills needed

Department: Foundation Office – Blake Hall 108

Apply To: Susan Evans – 756-3963

Number of Positions Available: 1 **Hours Per Week:** 8-12

Job Description: Assist with special events including Festival of Flavors and Scholarship Luncheon; work on short-term projects such as bulk mailings and addressing invitations, filing, Xeroxing, light typing, data entry and word processin; lots of interaction with the public-fast paced and changing priorities. This position will report to the Associate Director of the Foundation.

Criteria and Comments: Needs to follow instructions both verbal and written; work at own pace but accuracy is important; knowledge of WORD and windows helpful.

Department: Disabilities Services-LRC 152

Apply To: Anna San Diego – 756-3881
Number of Positions Available: varies **Hours Per Week:** varies
Job Description: Textbook reader and/or Test reader
Criteria and Comments: none listed

Department: Humanities/English – ATB 231

Apply To: Lowell Jaeger – 756-3907
Number of Positions Available: 13 **Hours Per Week:** Flexible
Job Description: Students will be assigned typing, filing, organizational duties with Many Voices Press; opportunities for some work to be completed at home.
Criteria and Comments: Computer skills & organizational skills are a plus.

Department: JRNL/Mercury – ATB 228 or ATB 231

Apply To: Lowell Jaeger - 756-3907
Number of Positions Available: 4 **Hours Per Week:** 4-12
Job Description: Production Assistant: Input hand-written, typed copy; use PageMaker to produce error-free text ready for use in publication and to produce ads, pages for mercury Newspaper. Distribute newspapers to established locations.
Criteria and Comments: computer skills necessary; take home work possible

Department: Early Childhood Center – 715 Grandview

Apply to: Laurie Peiffer – 756-3991
Number of Positions Available: varies **Hours Per Week:** Flexible
Job Description: Teacher Assistant: helping with all aspects of each classroom; cleaning, re-stocking, care giving, playing, housekeeping duties, gathering supplies, kitchen duties, laundry duties
Criteria and Comments: Desire to work with and around children; must pass background checks

Department: Early Childhood Center – 715 Grandview

Apply to: Laurie Peiffer – 756-3991
Number of Positions Available: 1 **Hours Per Week:** Flexible
Job Description: Administrative Assistant: Office duties, computer work, telephone and customer service duties, filing, copying, help w/children if needed.
Criteria and Comments: Office skills, computer knowledge; phone skills; people person; must pass background checks

Department: Language Arts Lab – LRC 147

Apply to: Jim Soular – 756-3891
Number of Positions Available: 2 **Hours Per Week:** 12 daytime & up to 8 evening
Job Description: Language Arts Lab Work-Study Aides are responsible for assisting student writers with document formatting using Word 2010 processing programs on the campus LAN. This includes some familiarity with thumb or flash drives and saving to them; double-spacing documents; placing page numbering and headers/footers; underlining, boldfacing, and other specific formatting features. May also include administrative tasks: filing, typing, and photocopying as assigned. Other duties are ensuring that all lab users are logged in on the data base computer, that all computers are operating correctly, and that all printers have paper in them. Good housekeeping is also a responsibility, that is, keeping the lab clean, dusting computer equipment, cleaning tables and chairs, and occasionally using disinfectant on computer equipment and lab tables.
Criteria and Comments: Candidates must be comfortable with computers and be willing to learn the specific programs used in the Language Arts Lab. The interaction with student writers is as teacher, so candidates need to like students and be approachable and friendly, willing to assist. Student aides should be available to work during the busiest times in the lab, generally between 9:00 a.m. and 3:00 p.m. One of these positions is for evening hours, 5-8 p.m. (these hours are flexible), on any of the evenings, Monday through Thursday, or combinations thereof.

Department: Math Lab – LRC 148

Apply to: Roger Brewer – 756-3892
Number of Positions Available: 2 **Hours Per Week:** 5-10
Job Description: Assist students with math problems through Math 121 (College Algebra). Knowledge of Trig, Calculus and Stats a plus but not required. Help Lab Instructor maintain lab use records. Monitor exams.
Criteria and Comments: Must work well with students and enjoy helping others. Prior tutoring experience helpful. Strong Algebra skills required. Hours are flexible.

Department: Biology – SAT (Ross Hall) 132

Apply to: Ruth Wrightsman – 756-3878

Number of Positions Available: 2-3 **Hours Per Week:** 10-12

Job Description: Prepare laboratory materials, cleaning of lab and equipment, possibly some filing and typing.

Criteria and Comments: Lab experience preferred-not required; computer skills helpful

Department: Allied Health – SAT (ROSS Hall) 165

Apply to: Karla Ryan – 261 6013

Number of Positions Available: 1 **Hours Per Week:** 10

Job Description: Preparation & set-up of laboratory practicals; preparation and set-up of laboratory procedures; proofreading information analyses; periodic organization and clean up of lab spaces

Criteria and Comments: This student needs to have taken Biol 110 or Biol 261 & 262 with passing grades.

Department: Chemistry – SAT 126, 108 and 170

Apply to: Janice Alexander, Paul Martino & Laura Damon

756-3948 756-3895 756-3967

Number of Positions Available: 2 **Hours Per Week:** 10

Job Description: Clean glassware, keep inventory up-to-date on computer spreadsheets, set-up/take-down labs, keep stockroom clean and orderly.

Criteria and Comments: Must be interviewed: prefer students who are in or have taken CHEM 101 or CHEM 121; must have demonstrated responsibility, ability to complete duties fairly independently.

Department: Educational Computer Labs – BSS Building

Apply to: Ron Sheets-756-3919-/Blake Hall 121

Number of Positions Available: 5 **Hours Per Week:** 10

Job Description: Provide and maintain a clean lab environment, which is conducive to learning; assists students with technical questions regarding various application programs, change paper in printers as required.

Criteria and Comments: Knowledge of 2 or more application programs or operating systems desired; communicate well with people; WILLING TO WORK TIME FRAMES NEEDED WHICH MAY INCLUDE EVENINGS AND/OR SATURDAYS. MUST BE RELIABLE AND PUNCTUAL.

Department: Math/Science – SAT 109

Apply To: Sue Justis – 756-3866

Number of Positions Available: 1 **Hours Per Week:** 10

Job Description: Clerical help and filing.

Criteria and Comments: None Listed.

Department: Natural Resources – SAT 133B

Apply to: Christina Relyea – 756-3946

Number of Positions Available: 1 **Hours Per Week:** 5-10

Job Description: Natural resource Laboratory Assistant: The student will assist the instructor in preparing laboratory equipment and supplies for NR labs each week. The student should be able to work unsupervised. Laboratory set-up will be both indoors and outside.

Criteria and Comments: Should be able to follow instructions and be happy to work outside.

Department: Natural Resources – SAT 133B

Apply to: Christina Relyea – 756-3946

Number of Positions Available: 2 **Hours Per Week:** 10-12

Job Description: Maintenance and care of high bred Poplar site on FVCC campus. The job would include mowing & trimming of weeds, observation and documentation of trees and any and all issues observed, such as insects or other damage. There will be some reports that are filled out and emailed to GreenWood Resources. The position would also require working closely with service learning students and student organizations to coordinate volunteer labor to assist with maintenance of the site. The heaviest work load would be in early fall up until the snow and then again in the early spring through the start of summer, under the direction of Christina Relyea and/or Janaya Okerlund.

Criteria & Comments: This would be an excellent position for anyone interested in biology, natural resources, or science. It would provide the student the opportunity to work with an international company and to see how research is done on a variety of tree species.

Department: Math & Science – SAT 109

Apply to: Sue Justis – 756-3866

Number of Positions Available: 1 **Hours Per Week:** 10-15

Job Description: Lab Assistant: assist in lab preparation and cleaning up lab, surfaces, floors, instruments, refrigerator and microwave.

Criteria and Comments: Needs to have understanding of anatomy & physiology labs.

Department: Institutional Advancement – Blake Hall 102

Apply to: Sasha Perkins – 756-3352 or Sally Johnson -756-3910

Number of Positions Available: 1 **Hours Per Week:** 8-10

Job Description: We are looking for an energetic and enthusiastic student that can assist our office in completing various projects including but not limited to bulk mailings, addressing invitations, filing, copying, database entry and management, word processing, campus signage, campus event listings, campus bulletin board management, brochure perforating and folding, perforating and cutting campus event tickets and photographing campus events and student life..

Criteria and Comments: Good written and verbal communication skills and strong organization skills are required. Photography skills a plus but not required; must be a team player and represent our office in a professional manner and be comfortable interacting with members of the community, students, Foundation members, donors, alumni, Board of Trustees, faculty, staff and administration; needs to feel comfortable working in a fast-paced environment with frequent changes in priorities; flexibility with work schedule a plus as some special campus events take place during the evening hours and on weekends.

Department: FVCC Bookstore – BH 164

Apply To: Roberta Reese– 756-3817

Number of Positions Available: 5-6 **Hours Per Week:** 10-12

Job Description: Coffee Cart Attendant-making espressos; clean and stocking coffee cart. Possible cashiering in Bookstore as well, cleaning & stocking books.

Criteria and Comments: Must have cashiering experience and customer service skills; appropriate attire will be required (no sweats, flip flops, shorts, halters)

Department: Custodial – Blake Hall 158

Apply to: Calvin Pippin – 471-8700

Number of Positions Available: 2 **Hours Per Week:** 10-15

Job Description: Help custodial staff with general custodial duties

Criteria and Comments: Flexible hours and days of work.

Department: Art Photography

Apply to: Marita Combs – 250-7563

Number of Positions Available: 1 **Hours Per Week:** 3-5

Job Description: Assist with Art 154 Digital Photography class.

Criteria and Comments: During class time on Tuesdays & Thursdays from 11-12:15 and Thursdays from 1:00 to 2:50

Department: Art– ATB

Apply to: John Rawlings – ATB 131– 756-3896

David Smith – ATB 129 – 756-3993

Number of Positions Available: 4-6 **Hours Per Week:** 10

Job Description: Janitorial for Art Dept.

Criteria and Comments: None listed.

Department: Culinary Arts – ATB 158

Apply to: Hillary Ginepra – 756-3862

Number of Positions Available: 3 **Hours Per Week:** 6-10

Job Description: Kitchen maintenance, prep, light administrative

Criteria and Comments: Must be a Culinary Arts student with working knowledge of food service, food products and techniques and kitchen maintenance.

Department: Occupational Trades – OT Building

Apply to: Richard Frisk -756-3968 or Bill Roope 250-5091

Number of Positions Available: 1 **Hours Per Week:** up to 15

Job Description: Assistant for lab work and lab building; building testing stations and equipment in the electrical lab

Criteria and Comments: None listed

Department: Occupational Trades – OTB-121

Apply to: Sharon Roope – 756-3968 or Rob Allen – 756-3365

Number of Positions Available: 2 **Hours Per Week:** up to 15

Job Description: Assist Heavy Equipment instructor with monitoring and enforcing operator safety; in addition will assist with re-locating equipment between job sites.

Criteria and Comments: CDL permit and enrollment in equipment operator classes

LINCOLN COUNTY CAMPUS POSITIONS

Department: LCC Adult Basic Education – 225 Commerce Way, Libby MT

Apply to: Debbie Huisentruit – 293-2721

Number of Positions Available: 1 **Hours Per Week:** 10+

Job Description: Works with students, tutoring and providing study drills; works with study materials, filing, updates resource materials.

Criteria and Comments: Must be able to maintain confidentiality; basic compute skills and good communication skills a must.

Department: LCC Faculty Aide – 225 Commerce Way, Libby, MT

Apply to: Debbie Huisentruit – 293 2721

Number of Positions Available: 1 **Hours Per Week:** 10+

Job Description: Copies course materials, compiles course information

Criteria and Comments: Will not be working with specific student work; will not have access to student records, work or grades.

Department: LCC Continuing Education – 225 Commerce Way, Libby, MT

Apply to: Debbie Huisentruit – 293-2721

Number of Positions Available: 1 **Hours Per Week:** 1+/-

Job Description: Clerical duties, use copier, customer service, phone reception, some graphic arts

Criteria and Comments: Computer literacy a must; dependable and reliable and able to maintain confidentiality; graphic art design helpful

Department: LCC Library – 220 West 6th Street, Libby, MT

Apply to: Sami Pierson – 220 West 6th Street, Libby, MT

Number of Positions Available: 2 **Hours Per Week:** 10-12

Job Description: Works with library personnel in the collection of materials, the filing of books and works with children's reading hour

Criteria and Comments: Reliable and dependable; knowledge of library system helpful

Department: LCC ARC – 225 Commerce Way, Libby, MT

Apply to: Debbie Huisentruit - 293-2721

Number of Positions Available: 1 **Hours Per Week:** 10 +/-

Job Description: Dusting, computer data entry, keeping room and materials clean and tidy; must have some computer experience; person will update software on a routine basis; responsible for virus scanning updates

Criteria and Comments: Some computer knowledge required

Department: LCC Maintenance – 225 Commerce Way, Libby, MT

Apply to: Debbie Huisentruit – 293-2721

Number of Positions Available: 1 **Hours Per Week:** 10+/-

Job Description: Cleaning, dusting, vacuuming, emptying trash; cleans chalk boards, tables and chairs in classrooms

Criteria and Comments: Must be dependable, able to discern what needs dusting when; able to move items up to 50lbs (or notify supervisor if unable to do so).

Department: LCC Student Services – 225 Commerce Way, Libby, MT

Apply to: Debbie Huisentruit – 225 Commerce Way, Libby, MT

Number of Positions Available: 2 **Hours Per Week:** 10+/-

Job Description: Inventories and updates all catalog materials and other resource materials, files, data entry, general reception duties; extensive filing and organization

Criteria and Comments: Must be able to maintain confidentiality and be able to take directions well

Department: LCC Bookstore/Reception – 225 Commerce Way, Libby, MT

Apply to: Debbie Huisentruit – 293-2721

Number of Positions Available: 4 **Hours Per Week:** 10+/-

Job Description: Take physical inventory, make sales, issue receipts, organize and shelve books, answer phones and direct traffic

Criteria and Comments: Student should have good communication skills and customer service appreciation; knowledge of handling money

Department: LCC ITV Tech Aide – 225 Commerce Way, Libby, MT

Apply to: Debbie Huisentruit – 293-2721

Number of Positions Available: 1 **Hours Per Week:** 10+

Job Description: Helps monitor the ITV room for Libby site-general knowledge of remote control of camera on instructor is a help; helps students contact technical support in Kalispell when computer shut down occurs; good at minor trouble shooting to help when technical problems occur; knows who to call dependent upon which problem is occurring

Criteria and Comments: Dependable and reliable a must

OFF CAMPUS WORK STUDY POSITIONS

Organization: United Way of Flathead County

1203 Highway 2 West, Suite 31 – P O Box 7217

Apply to: Sherry Stevens – 752-7266

Number of Positions Available: 1 **Hours per Week:** 10-15

Job Description: Community organization; working with the United Way on various projects and community events.

Criteria and Comments: Skills needed include clerical, computer, and ability to work with the public and organizational skills.

Organization: United Way of Flathead County

1203 Highway 2 West, Suite 31 – P O Box 7217

Apply to: Sherry Stevens – 752-7266

Number of Positions Available: 1 **Hours Per Week:** 10-15

Job Description: Data collection, information and referral telephone skills, interviewing, computer data entry, working with community resource organizations, assisting those in need in the community.

Criteria and Comments: Student NEEDS to be a Human Service major, a Psychology related major or majoring in a helping profession.

Organization: United Way of Flathead County

1203 Highway 2 West, Suite 31 – P O Box 7217

Apply to: Sherry Stevens – 752-7266

Number of Positions Available: 1-2 **Hours Per Week:** 10-20 (Flexible)

Job Description: Accounting technician-assist with bookkeeping, fiscal procedures, handling cash

Criteria and Comments: Students in Finance, Accounting, Business Management

Organization: Gateway Community Center/United Way of Flathead County

1203 Highway 2 West, Suite 31 – P O Box 7217

Apply to: Sherry Stevens – 752 7266

Number of Positions Available: 1-3 **Hours Per Week:** 10-15 –Flexible

Job Description: Project Assistant: Assisting with projects with a wide variety of tasks, including project management construction, grant writing

Criteria and Comments: None listed.

Organization: Flathead County Office of Public Assistance
121 Financial Drive – Suite A

Apply to: Jenny Penttila – 751-5922

Number of Positions Available: 1 **Hours Per Week:** 6-10

Job Description: Providing specific eligibility functions with close supervision, specialized office support and performs clerical and receptionist duties;

Criteria and Comments: Must be a good team player and be able to handle a fast paced office; empathy for low-income families & individuals is essential

Organization: Montana Fish, Wildlife & Parks-Wildlife Division
490 North Meridian Road

Apply to: Jim Williams – 751-4585

Gael Bissel – 751-4580

Number of Positions Available: 1-2 **Hours Per Week:** 15

Job Description: Wildlife Technician: wildlife tagging, assisting game check station/organizing and handling animal parts; tagging and collecting data from animals; plotting animal or animal incident locations; purchasing field items; assisting in field surveys; filing; help create educational displays; help build signs or other miscellaneous field items and help organize storage room; data entry.

Criteria and Comments: Student should have strong interest in wildlife management, computer applications, working with animal parts, good interpersonal skills, good attention to detail and accuracy. Computer experience with Windows, Excel & Word preferred.

Organization: Parents Let's Unite for Kids (PLUK)

Apply To: Stephanie – 756-6159

Number of Positions Available: 1 **Hours Per Week:** 8-10

Job Description: Office Assistant – Includes letter writing, phone calls and other office duties; will also need to meet people in the community and participate in community events; may also work from home.

Criteria and Comments: None Listed.

Organization: Student Assistance Foundation – Blake Hall 104

Organization: Discovery Developmental Center
75 Glenwood Drive

Apply to: Collette Box – 756-7295

Job Description: Child care aide – interacts with young children in floor and table activities; help children negotiate conflict; playground supervision & play

Criteria and Comments: Job will require interest in Early Childhood Development and children ages 2 through 6. Positive communication skills needed.

Organization: USDA Rural Development
450 Corporate Drive – Room 111

Apply to: Lad R. Barney – 756-2005

Number of Positions Available: 1 **Hours Per Week:** 15-20

Job Description: Position in lending field. Provides variety of clerical and technical support duties, including; answering phones, document organization, mail processing, and administrative support tasks; reviews loan applications for required documentation; inputs loan information in database systems. As knowledge develops: works directly with loan applicants; explaining eligibility requirements; verifying employment and other financial records.

Criteria and Comments: Work experience must indicate ability to acquire particular knowledge and skills needed to perform duties. Work environment is fast paced, but friendly. Work directly assists members of your community and continues to forge partnerships with professionals in economic development, banking, city/county government, utilities and business.

Off Campus – American Reads and Counts Tutor Program

Organization: Cornelius Hedges School

827 4th Avenue East – Kalispell, MT 59901

Apply to: Alex Schaeffer or Casey Bertram 751-4090

Number of Positions Available: Open **Hours Per Week:** Variable

Job Description: Tutoring elementary school children in Reading, grades K-3 and/or math, grades 1-6; also coordinating with classroom teacher.

Criteria and Comments: Completion of Education 100 preferred or related experience will be considered. Please contact Nancy in financial Aid at 756-3850 regarding training times that will be determined later. Prefer hours of 9 – 11 A.M.

Organization: East Evergreen School

535 East Evergreen Drive – Kalispell, MT 59901

Apply to: Linda DeVoe – 751-1121

Number of Positions Available: 4 Math & 4 Reading **Hours Per Week:** 10-15

Job Description: Tutoring elementary school children in Reading, grades K-3 and/or Math, grades 1-6; also coordinating with classroom teacher.

Criteria and Comments: Completion of Education 100 preferred or related experience will be considered. Contact Nancy in Financial Aid at 756-3850 regarding training times to be determined later.

Organization: Helena Flats School Dist. # 15

1000 Helena Flats Road

Apply to: Ms. Ann Minckler, Principal - 257-2301 257-2304 (fax)

Number of Positions Available: 3 of each **Hours per Week:** Flexible

Job Description: Tutoring elementary school children in Reading, grades K-3 and/or Math, grades 1-6; also coordinating with classroom teacher.

Criteria and Comments: Completion of Education 100 preferred or related experience will be considered. HOURS ARE FLEXIBLE, BUT BEING THERE AT SCHEDULED TIMES IS OF UTMOST IMPORTANCE. Please contact Nancy in Financial aid at 756-3850 regarding training times to be determined later.