

WCC FWS JOB LIST 2018-2019

Department	Supervisor	Campus Location	LOC/DEPT on Campus	Job Title/Job Description	Qualifications	Purpose and/or Role of this position within WCC.	How do the duties and responsibilities of this position relate to the purpose/role?	Starting Pay Rate	Desired begin and end dates	Desired Work Schedule	Hours /per Week
WCC Maintenance & Operations	Michael Sinn 530-575-0206 msinn@yccd.edu	WCC	Maintenance & Operations/WCC Campus	Custodial Maintenance Worker - Clean chalkboards, trays and erasers; clean drinking fountains; clean and disinfect bathrooms; clean and polish metal work; assure dispensers are adequately supplied. Sweep sidewalks and patios; mop, scrub, polish, strip and wax floors; spot clean, vacuum and shampoo rugs and carpets; clean as needed fro breakage, spillage or illness. Wash windows, door glass and walls; dust a variety of surfaces. Move, rearrange and clean furniture and equipment. Perform minor seasonal grounds maintenance activities such as watering, leaf raking, parking lot cleaning and sprinkler repair. Empty and clean waste receptacles; empty pencil sharpeners.	PREFERRED: Custodial experience; move furniture, rake leaves, and use blower. REQUIRED: Physical abilities; lifting heavy objects, standing and walking for extended periods of time, bending at the waist, pushing, pulling, twisting/turning, seeing to assure proper and complete cleaning, and dexterity of hands and fingers to operate cleaning equipment.	Clean campus and minor maintenance.	Make sure campus is a clean, comfortable learning environment.	\$11.00 per hour	07/01/2018 - 06/30/2019	We have custodial coverage from 5:00 am - 10:00 pm, Monday - Friday. Flexible work hours.	20 hours
WCC Maintenance & Operations	Michael Sinn 530-575-0206 msinn@yccd.edu	WCC	Maintenance & Operations/WCC Campus	Building Maintenance Worker - Perform service indicated by preventive maintenance inspection, including changing filters. Operate hand and power tools including drills, and steam cleaners. Inspect and maintain lights and lighting fixtures, replace lightbulbs. Install, repair and replace doors and related hardware, shelving, cabinets, partitions, mirrors, floor coverings, and ceiling tile.	PREFERRED: Building maintenance experience, knowledge of tools, methods, materials, equipment and practices used in building maintenance and repair; painting, move furniture, replace light bulbs, and hang white boards or pictures. REQUIRED: Physical abilities; bending at the waist, and kneeling or crouching.	Maintain campus.	Make sure campus is a clean, comfortable learning environment.	\$11.00 per hour	07/01/2018 - 06/30/2019	4 hours per day between 7:00 am - 4:00 pm, Monday - Friday. Flexible work hours.	20 hours
WCC Maintenance & Operations	Michael Sinn 530-575-0206 msinn@yccd.edu	WCC	Maintenance & Operations/LCC Campus	Grounds Maintenance Worker - Prepare soil; plant trees, grass and shrubs; mow grass; prune trees and shrubs. Assist in the installation, operation, maintenance and repair of irrigation and drainage systems, including electric timers and valves. Operate lawn mower, edger, weeder, sweeper, rotoiller, tractor, skip loaders and other grounds maintenance equipment and tools. Sweep sidewalks, rake leaves and lawns; collect paper and trash and perform general grounds cleaning. Remove fallen trees, stumps, weeds, undergrowth and debris. Renovate and maintain athletic fields as assigned; drag, grade and oversee fields; install irrigation lines. Move, install and paint concrete parking bumpers and parking lot and roadway signs.	PREFERRED: Grounds maintenance experience, knowledge of tools, including blower lean mower, and weed eater. REQUIRED: Physical abilities; lifting heavy objects, standing and walking for extended periods of time, bending at the waist, pushing, pulling, twisting/turning, seeing to assure proper and complete cleaning, and dexterity of hands and fingers to operate cleaning equipment.	Clean campus and minor maintenance.	Make sure campus is a clean, comfortable learning environment.	\$11.00 per hour	07/01/2018 - 06/30/2019	We have coverage from 6:00 am - 2:00 pm, Monday - Friday. Flexible work hours.	20 hours

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WCC EOPS/CARE/CalWORKs	Ariana Velasco 530-661-5780 avelasco@yccd.edu	WCC	WCC EOPS/CARE/CalWORKs	EOPS/CARE Peer Mentor - Peer Mentors provide guidance, leadership, and serve as role models for EOP&S students. In addition to supporting students, Peers serve as a resource and first point of contact. Peer Mentors are expected to have working knowledge of program requirements, basic eligibility criteria, and assist prospective students with completing EOP&S applications. EOP&S students are required to complete one-on-one meetings with students and perform basic case-management tasks. Informational support may include, but is not limited to: information on campus events, campus resources, tutoring, computer assistance, program themes, conversational topics, and program updates. Peer Mentors are expected to be proactive in completing additional duties and projects as assigned.	REQUIRED: Must be a current EOP&S and/or CalWORKs student. Must have a minimum of a 2.50 GPA. PREFERRED: English/Spanish Bilingual Speaking. Knowledge of Microsoft Office Applications, i.e. Word, Excel, PowerPoint, Outlook.	EOP&S/CARE Peer Mentors represent the EOP&S Program. Peer Mentors are expected to provide accurate, beneficial information, and ongoing support to EOP&S/CARE students. Peer Mentors assist EOP&S staff with clerical tasks, special projects, and may serve as outreach ambassadors, as needed.	Peer Mentors help bridge the gap between faculty, staff, and students. Peer Mentors help the EOP&S/CARE program navigate students through their college experience by providing them with the support and tools necessary to enhance their college success.	\$11.00 per hour	07/02/2018 - 06/30/2019	8:00 am - 5:00 pm, Monday - Friday. Flexible and will work around students' class schedule.	10-15 hours
WCC TRiO Programs (SSS)	Meagen Reveles 530-661-2285 mreveles@yccd.edu	WCC	TRiO Office, Room 850	Office Aide - Greet students and community members at the reception desk. Answer phones, make student appointments, create new student files, and file documents accordingly. Use copy machines and make copies of flyers and other documents. Create flyers, post flyers around campus and maintain all current events on social media sites. Assist with department events; assist the staff create flyers and invitations for campus events such as orientation, welcome week, graduation and outreach events as necessary. Create excel spreadsheets to log students contact information; input data into program database. Attend and contribute to weekly check-in meetings. Participate in orientation, training, professional development workshops, and other meetings as required. Other duties as assigned.	Work collaboratively with others to accomplish goals. Initiate interaction with participants and have sensitivity when working with a diverse group of students. Understand and follow oral and written instructions in English; have strong oral and written communication skills. Represent WCC in a professional manner.	Supporting the TRiO Staff by performing clerical duties to help the workflow of the office and providing customer service to TRiO students.	The duties of this position help the TRiO staff with daily office operations as well as assisting with the prep work for special events, campus tours, and cultural activities.	\$11.00 per hour	07/01/2018 - 06/30/2019	Depending the student's availability. Would work Monday - Friday between the times of 8 am - 5pm.	20 hours
WCC Library	Traci Johnson 530-661-7236 tjohnson@yccd.edu	WCC	Library, Room 813	Library Student Assistant - The student assistants will use the library computer system to check in/out books, create library cards, and accept payments. They will use a basic cash register; shelve books; have a basic computer literacy skills to learn the library computer system; and help students with copier/printer/computer issues. They will provide information about MakerSpace and assist with MakerSpace projects. They will answer phones, use features of the phone (transfer/hold), and take messages. They will help keep the library clean and orderly. They must have a positive customer service attitude; interact well with students, faculty, and staff; and be able to work independently or in grouped. They must be punctual and do assigned tasks accurately and completely.	Required: Students must have basic computer literacy (formatting, saving, etc.); be familiar with WebAdvisor, Canvas, the Campus Portal, and Student email; ability to learn the necessary components of the library program; and ability to learn the Dewey Decimal System in order to shelve books. Students must be willing to assist staff with MakerSpace projects. Students must be customer service orientated, have a positive attitude, and a willingness to learn. Preferred: They should have some office skills, e.g., answer phone, take messages, count change, use a work processing program, etc. They should have an interest in library use and the lifelong learning process.	The purpose and/or role of this position is to help the library staff provide library and information services that support the academic and personal success of WC students now and in the future as lifelong learners.	The duties and responsibilities of the Library Student Assistant relate to the purpose/role of this position by providing a safe, clean, and orderly study environment that supports the library and information services needed to promote academic and personal success while promoting lifelong learning.	\$11.00 per hour	07/01/2018 - 06/30/2019	The work schedule is set for the semester once all student schedules are received. The students' set semester schedule is based on the needs of the library and students' library. Fall/Spring: Monday - Thursday, 7:45 am - 8:00 pm; Friday, 7:45 am - 3:30 pm. Summer: Monday - Thursday, 7:45 am - 3:30 pm.	20 hours

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WCC Student Success Center	Deanna Pierro 530-668-3693 dpierro@yccd.edu	WCC	Student Success Center, Room 816 &817	Clerk - Perform clerical duties as assigned; including scheduling/cancelling appointments, answering phones, typing, filing, scanning/copying documents. Provide information and assistance for students, staff and campus visitors pertaining to the Student Success Center and campus resources in a professional, accurate and timely manner.	Critical thinking/problem solving skills. Productivity and time management abilities. Demonstrated the ability to provide professional and courteous customer service. Ability to collaborate in team environment. Strong communication skills (written/verbal). Cumulative minimum GPA 3.0. Knowledge of campus resources. Current enrollment in minimum of 6 units for fall/spring semesters; 3 units for summer.	Serve as a primary contact for students/staff/campus visitors. Provide information about SSC services & resources. Perform clerical duties as assigned necessary to operate centers.	Students, staff and campus visitors will obtain necessary information/assistance about the available services and resources the Student Success Center has to offer.	\$11.00 per hour	07/01/2018 - 06/30/2019	Monday - Thursday, 8 am - 7 pm; Friday, 8 am - 2pm; Saturday 9 am - 2pm.	20 hours
WCC Student Success Center	Deanna Pierro 530-668-3693 dpierro@yccd.edu	WCC	Student Success Center, Room 815	MESA Clerk - Perform clerical duties as assigned; including checking in MESA students for study jams and tutoring sessions, answer telephones, typing, filing, checking in/out book rentals, scanning/copying documents. Provide information and assistance to MESA students, MESA mentors, staff and campus visitors pertaining to the MESA center and campus resources in a professional, accurate and timely manner.	Must be declared in STEM major. Critical thinking/problem solving skills. Productivity and time management abilities. Demonstrated the ability to provide professional and courteous customer service. Ability to collaborate in team environment. Strong communication skills (written/verbal). Cumulative minimum GPA 3.0. Knowledge of campus resources. Current enrollment in minimum of 6 units for fall/spring semesters; 3 units for summer.	Serve as a primary contact for MESA students/staff/campus visitors. Provide information about MESA program, services and events. Perform clerical duties as assigned necessary to operate the MESA center.	Students, staff and campus visitors will obtain necessary information/assistance about the services, resources and events the MESA program has to offer.	\$11.00 per hour	07/01/2018 - 06/30/2019	Monday - Thursday, 8 am - 7 pm; Friday, 8 am - 2pm; Saturday, 9 am - 2 pm.	20 hours
WCC Student Success Center	Deanna Pierro 530-668-3693 dpierro@yccd.edu	WCC	Student Success Center, Room 815	MESA Mentor - Promote independent learning using active learning strategies. Tutors will guide students through course material in ways that are engaging and affirming. Be able to provide assistance to students with study skills, and access to resource materials (textbooks, online resources).	A grade of "B" or higher in the particular course/subject they seek to tutor. At least one recommendation from an instructor. Cumulative GPA of 3.0 or higher. Demonstrate interpersonal communication skills. Current enrollment in minimum of 6 units during fall/spring; 3 units for summer.	Provide individual or group assistance to MESA students in a particular subject or subjects.	As tutors they will aid their peers work through their course material(s).	\$11.00 per hour	07/01/2018 - 06/30/2019	Monday - Thursday, 8 am - 7 pm; Friday, 8 am - 2pm; Saturday, 9 am - 2 pm.	20 hours
WCC Student Success Center	Deanna Pierro 530-668-3693 dpierro@yccd.edu	WCC	Student Success Center, Room 816 & 817	Tutor - Promote independent learning using active learning strategies. Tutors will guide students through course material in ways that are engaging and affirming. Be able to provide assistance to students with study skills, and access to resource materials (textbooks, online resources).	A grade of "B" or higher in the particular course/subject they seek to tutor. At least one recommendation from an instructor. Cumulative GPA of 3.0 or higher. Demonstrate interpersonal communication skills. Current enrollment in minimum of 6 units during fall/spring; 3 units for summer.	Provide individual or group assistance to students in a particular subject or subjects.	As tutors they will aid their peers work through their course material(s).	\$11.00 per hour	07/01/2018 - 06/30/2019	Monday - Thursday, 8 am - 7 pm; Friday, 8 am - 2pm; Saturday 9 am - 2pm.	20 hours

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WCC Student Success	Elizabeth Allen 530-668-2569 eallen@yccd.edu	WCC	In the point-to-point broadcast classrooms at the student's physical campus (Woodland)	Distance Education Student Assistants - Conduct daily checks of point-to-point broadcast education equipment and turn off at end of the day. Maintain communication with staff and faculty to ensure communication regarding technical issues. Maintain regular communication with faculty and staff by checking WCC student email twice a day and answering phone calls when attempting to be reached. Sign in and out of appropriate reporting system for all activities conducted within the course of this position. Assist with additional duties as needed for example covering front desk, assisting students, updating WCC website, organizing materials, uploading documents into Canvas, and performing other clerical duties.	At least one recommendation from an instructor. Patience with technology and troubleshooting. Experience using email, internet, and Canvas. The ability to follow directions and procedures carefully. A cumulative GPA of 2.0 or higher. Attend bi-weekly meeting via virtual conference (Fridays 2-3pm). Attend training the week prior to the beginning of every semester of employment. Demonstrate interpersonal communication skills and ease relating to people from various backgrounds. Demonstrate high level of responsibility, reliability, and punctuality. Current enrollment of at least 6 units as a student during all semesters of employment (only 3 required during summer session). Preferred: Experience as a student in a point-to-point broadcast class.	To support distance education faculty and students in regards to technology and communication and ensure an environment conducive to learning.	Distance education student assistants facilitate the success of point-to-point broadcast education classes, making learning opportunities available to our students at remote sites who might not otherwise be able to receive these classes. They ensure student success by aiding technical assistance and communication.	\$11.00 per hour	08/06/2018 - 06/30/2019	Work hours are Monday-Thursday, 8:30 am - 2:30 pm	10-20 hours per week
WCC Counseling	Mariella Guzman-Aguilar 530-661-7759 mguzman@yccd.edu	WCC	WCC Counseling	Counseling Department Student Assistant - Assist with answering telephones, faxing, filing correspondence, running errands on campus, stuffing envelopes and making copies. Greet students, answer questions and direct to the proper individual(s). Utilize computer programs including (but not limited to): SARS, Colleague, and ImageNow. Schedule, re-schedule, and check in students for appointments. Assist Counselors with daily projects, and other administrative duties or special projects as assigned.	The only requirement is that the student be able to communicate: read, write, and speak, in English. Office experience is preferred but not required.	To assist the department with basic office skills and customer service. Also to provide the student with office experience and professional communication skills. Students will learn to multitask in a fast-paced work environment while adhering to appropriate, task-related policies and procedures.	The student will have intensive interaction with regular staff as well as student body (customers). In performing their regular duties, they necessarily must learn to implement policy and procedure, communicate professionally, and function efficiently.	\$11.00 per hour	7/1/2018 - 6/30/2019	Student will be scheduled to work at the convenience of the department and student around their class schedule.	20 hours per week
WCC Admissions & Records	Tyahnnah Botello 530-668-2533 tbotello@yccd.edu	WCC	WCC Admissions & Records	Admissions & Records Student Assistant - Assist with answering telephones, faxing, filing correspondence, running errands on campus, stuffing envelopes and making copies. Greet students, answer questions and direct to the proper individual(s). Utilize computer programs including (but not limited to): SARS, Colleague, and ImageNow. Schedule, re-schedule, and check in students for appointments. Assist Counselors with daily projects, and other administrative duties or special projects as assigned.	The only requirement is that the student be able to communicate: read, write, and speak, in English. Office experience is preferred but not required.	To assist the department with basic office skills and customer service. Also to provide the student with office experience and professional communication skills. Students will learn to multitask in a fast-paced work environment while adhering to appropriate, task-related policies and procedures.	The student will have intensive interaction with regular staff as well as student body (customers). In performing their regular duties, they necessarily must learn to implement policy and procedure, communicate professionally, and function efficiently.	\$11.00 per hour	7/1/2018 - 6/30/2019	Student will be scheduled to work at the convenience of the department and student around their class schedule.	20 hours per week

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WCC Student Outreach and Retention (S.O.A.R)	Mariella Guzman-Aguilar 530-661-7759 mguzman@yccd.edu	WCC	WCC Student Outreach and Retention (S.O.A.R)	Student Ambassador - Student Ambassadors serve S.O.A.R. in various capacities by working at the Student Services Kiosk and the Eagle's Perch where they act as a first point of contact to visitors, both by phone and in person. Student Ambassadors also serve the S.O.A.R. by working with outreach programs such as First-Year Experience. They represent WCC during college events both on and off campus. They assist with duties and tasks related to events developed in collaboration with various WCC departments. They work with diverse populations and provide tips on being a successful student. They receive WCC training on the matriculation process and assist new and returning students with the process.	Student Ambassadors are required to maintain a 2.5 cumulative GPA or higher. They need to have attended WCC for at least one semester (at least 12 units). Have a willingness to be a Student Ambassador for at least two consecutive semesters. They must maintain Satisfactory Academic Progress.	The Student Ambassador Program is a leadership opportunity for students who are dedicated to serving and representing Woodland Community College. Student Ambassadors provide campus tours, serve as WCC representatives and perform duties at various WCC campus and community events.	As student ambassadors, they are tasked with representing WCC in a professional manner. They are the first point of contact for visitors, new students, returning students, and the campus at large. They assist and help lead events that directly impact our students while simultaneously acquiring leadership skills.	\$11.00 per hour	7/1/2018 - 6/30/2019	Student Ambassador hours vary. They are typically scheduled to work Monday through Friday from 9:00 am - 5:00 pm.	20 hours per week
WCC Agricultural Department	Brandi Asmus 530-661-5758 basmus@yccd.edu	WCC	WCC Agricultural Department Laboratory/Agricultural Greenhouse/Agricultural Grounds, Field, Library (Aquaponics)	Agriculture Studies Assistant - Assist agriculture laboratory instructional assistant with the preparation of laboratory materials including equipment, solutions, supplies, plant material and preparation in the greenhouse and/or agriculture grounds, weeding, irrigation, bed preparation, pest detection, etc. Students will need to be punctual and communicate any changes in schedule with the Lab IA.	PREFERRED: Interest in horticulture, plant science, agriculture, and agronomy. At least one science class (preferably plant or soil science) completed. Punctuality, responsible, desire to learn about plant techniques, ability to stand for period of time, attention to detail, ability to work with others including student workers, agriculture instructional assistant, agriculture faculty, Master Gardener (community service), and community members.	Assist with preparation of laboratories in the agriculture department, which includes plant preparation, plant maintenance, AG grounds maintenance and preparation. Assist with preparation of plants/harvested items for the community.	The student worker is the foundation of our teaching materials for all instructional labs. It is important that students are responsible, attentive, and willing to learn in order to supply our classes with the materials they needed.	\$11.00 per hour	08/01/2018 - 07/31/2019	8:00 am - 5:00 pm, Monday - Thursday; 9:00 am - 12:00 pm, Fridays; and 9:00 am - 12:00 pm, Saturday (Spring Plant Sales. Flexible with class schedule.	(up to) 20 hours
WCC Geology Department	Jennifer McCabe 530-661-5754 jmccabe@yccd.edu	WCC	WCC Geolology Department, Room 305	Geology Student Assistant - Job duties involve organizing the Geology Lab, setting up and putting away lab supplies, simple grading and recording of lab assignments. When appropriate helping assist in the planning, advertising, and/or recording of Professional Developmentt activities, and when appropriate, helping answer Flex-related questions.	PREFERRED: Someone with a background in Geology, especially, if they have taken either GEOL 10L or GEOL 11L. Otherwise just basic organizational and computer skills are necessary.	To help reduce the workload for our Flex Coordinator, Jennifer McCabe (who also taught Geology here at WCC).	Ordinarily Jennifer McCabe would have to do all this work herself. By having a FWS student help with these activities it will reduce the workload of Instructor McCabe, the WCC Flex Coordinator.	\$11.00 per hour	08/13/2018 - 05/23/2019	1-3 hours. Days and times flexible (within normal business hours).	5 hrs per week or less.

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