JOB LOCATION	SUPERVISOR	JOB TITLE	JOB DESCRIPTION	# of workers - federal	# of workers - institutional
Administraton Department	Penny Cline (785) 460-5404 penny.cline@colbycc.edu	Staff Assistant	Clerical tasks: Receptionist duties, filing, running errands, and typing. Computer proficiency is a plus. Confidentiality is extremely important.	1	
Admissions Office	Amy Melikova (785) 460-4690 amy.melikova@colbycc.edu	Office Assistant	Computer data entry, filing, typing, and processing mail. Student workers assist in answering the telephone and serving students as well.	1	2
Ag/Equine Department	Shanda Mattix (785) 460-5464 shanda.mattix@colbycc.edu	Staff Assistant	Provide care for the CCC Horse Unit horses. Assist with maintenance of CCC Horse Unit. Assist in event organization within the CCC Horse Program	3	
Agricultural Department Beef Production	Nick Consulo	Animal Care Maintance	maintenance as well as feeding and health management		
Agricultural Department Rodeo Team	Allen Russell (785) 460-5461 allen.russell@colbycc.edu	Animal Care	Feeding and medication of livestock and cleaning of facilities. Some lab work and errands are involved.	2	
Agricultural Department Equestrian Team					
Agricultural Department Livestock Judging					
Agricultural Department Horse Unit	Shanda Mattix (785) 460-5464 shanda.mattix@colbycc.edu				
Athletic Department	Ryan Sturdy, AD (785) 460-5548 or (785) 460-5507 ryan.sturdy@colbycc.edu	Intramural Program Staff	Supervise activities; maintain equipment and areas in a clean and safe condition; assisting at athletic events	6	2
Biology Department	Heidi Bulfer (785) 460-5422 heidi.bulfer@colbycc.edu	Lab Assistant	Set-up and preparation for labs is a major duty. Need mastery of microbiology techniques.	1	
Bookstore	Jacque Bedore Leisa Hansen (785) 460-5500 leisa.hansen@colbycc.edu jacque.bedore@colbycc.edu	Clerk/Stocker	Maintain bookstore stock, clerk, provide public information and cleaning	4	
Building and Grounds Maintenance Department	Scott Williams (785) 460-5471 scott.williams@colbycc.edu	Maintenance Worker	Maintenance and cleaning of buildings, grounds, and vehicles. Reliability is essential.	2	
Campus Life Assistant	Charles Keefer (785) 460-4680 charles.keefer@colbycc.edu	Staff Assistant	Assisting Campus Life Coordiantor with evening activties.	2	
Chemistry Department	Jeff Stephens (785) 460-4773 jeff.stephens@colbycc.edu	Lab Assistant	Set-up and maintenance of the lab. Small amount of supervision.	4	
College Farm	Ted Juenemann 785-460-5412 ted.juenemann@colbycc.edu	Farm Maintenance	Assist in the maintenance and cleaning of the college farm. Must be able to drive tractors and mowers and should have some basic mechanical skills.	3	
Comprehensive Learning Center in the Library	Tara Schroer (785) 460-5487 or (785) 460-4689 tara.schroer@colbycc.edu	Peer Tutor	Able to tutor at least one subject such as math, writing, science, or vocational. Assists students with computers, tutoring services, and study materials. Computer knowledge helpful. Must be friendly. Must be able to work weekends and evening hours as well.	6	
Computer Center Monitor Bedker Memorial Complex	Bob Selby (785) 460-5529 bob.selby@colbycc.edu	Staff Assistant	Monitoring computer labs in Bedker; assist instructors in Bedkar with other assigned tasks.	4	
Dental Hygiene Department			Cleaning, laundry, and maintaining the program areas used by Dental Hygiene. Must be able to work independently.		
Education Department	Krista Carter (785) 460-5531 krista.carter@colbycc.edu	Reading Tutor	Reading tutor in the public grade school. The tutor must have his or her own transportation and work effectively with the teacher and young children.	3	
English Department	Deb Bickner (785) 460-5488 deb.bickner@colbycc.edu	Staff Assistant	Filiing, shredding, typing letters, helping with the compilation of *The Collection* .	1	

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External Affairs	Patty Westbrook (785) 460-5550 patty.mead@colbycc.edu	Staff Assistant	Clerical tasks: Receptionist duties, filing, running errands, and typing. Computer proficiency is a plus. Confidentiality is extremely important.	1	
Financial Aid Department	Danell Hemel (785) 460-5497 danell.hemel@colbycc.edu	Office Assistant	Filing, computer data entry, typing and assisting with bulk mailings. Confidentiality is very important!	4	
Library	Tara Schroer (785) 460-5487 or (785) 460-4689 tara.schroer@colbycc.edu	Library Assistant	General circulation duties, includes assisting patrons with reference materials, on-line searching, etc. Includes evening and weekend hours.	7	
Mail Service	Rita Billips	Mail Assistance	mailings, delivery packages, receiving mail from fed ex and ups	1	
Massage Therapy Department			Cleaning, laundry, and maintaining the program areas used by Massage Therapy. Must be able to work independently.		
Music Department	Randy Berls (785) 460-5520 randy.berls@cobycc.edu	Staff Assistant	Filing, moving equipment, computer data entry, cleaning, set-up, and safeguarding area. Will learn music library skills.	1	
Nursing Department	Jennifer Landis 785-460-5444 jennfier.landis@colbycc.edu	Office Assistant	filing, cleaning, maintenance and miscellaneous in the lab.		
Physical Therapist Assistant/Nursing/Dental Hygiene/Massage Therapy	Dr. Pat Erickson (785) 460-5445 pat.erickson@colbycc.edu	Health Sciences maintenance	Cleaning, laundry, and maintaining the program areas used by PTA/nursing/massage/DH/fitness lab. Must be able to work independently.	1	
Physics Department	Brent Wilson 785-460-5420 brent.wilson@colbycc.edu	Office Assistant	Setting up experiments for physics labs, putting equipment away after labs, testing lab equipment, cleaning the lab, organizing lab equipment, and general other duties as assigned by the instructor.		
Pool	Kipp Nelson (785) 460-5476 kipp.nelson@colbycc.edu	Lifeguard	Supervise pool activities; maintain the pool area in a clean and safe condition.	4	
Regisrar/Outreach	Megan Allen / Matt Perdue	Office Assistant	Filing documents, purchase orders, creates and update forms, mailings, creating schedules, scanning, and managing graduations application	1	
Student Accounts	Michele Waugh 785-460-4664 michele.waugh@colbycc.edu	Office Assistant	Computer data entry, filing, typing, and processing mail. Student workers assist in answering the telephone and serving students as well.	2	
Student Affairs	Alisha Janousek (785) 460-5495 alisha.janousek@colbycc.edu	Staff Assistant	Answer phones, data entry, prepare mailings, typing, filing, and shredding.	1	
Student Health	Monique Eaton (785) 460-5502 monique.eaton@colbycc.edu	Office Assistant	Filing (including imaging), creating new charts, pick-up/delivery, etc. Confidentiality is very important, and some cleaning.	1	
Student Union Set-Up	Jacque Bedore Leisa Hansen (785) 460-5500 leisa.hansen@colbycc.edu jacque.bedore@colbycc.edu	Set-up Staff	Set-up and take down tables, chairs, etc. for use in conference areas of the Student Union. Considerable lifting and moving involved.	1	
Veterinary Technology Department	Dr McMulkin / Dr Martin	Maintenance	perform maintenance, facility care, some errands	2	
Veterinary Technology Department	Dr. Jennifer Martin (785) 460-5466 jennifer.martin@colbycc.edu	Lab Assistant	Maintenance and preparation of the veterinary technology facility needs.		
Veterinary Technology Department	Dr. Jennifer Martin (785) 460-5466 jennifer.martin@colbycc.edu	Lab Assistant	Maintenance and preparation of the veterinary technology facility needs.		
Veterinary Tech Department Clinical Pathology Lab FER 509	Sadie Kenney	Lab Assistant	Maintenance and preparation of the veterinary technology facility needs.	1	
Veterinary Tech Department Animal Enrichment Techncian	Dr. Jennifer Martin (785) 460-5466 jennifer.martin@colbycc.edu	Animal Enrichment Technician	Vet-tech enrichment for the program's small animals with some emphasis on larger animals.	1	