

JOB LOCATION	SUPERVISOR	JOB TITLE	JOB DESCRIPTION
Academic 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.
Admissions Office	Admissions (785) 460-4690	Office Assistant	Computer data entry, filing, typing, and processing mail. Student workers assist in answering the telephone and serving students as well.
Ag/Equine Department	Shanda Mattix (785) 460-5464 shanda.mattix@colbycc.edu	Staff Assistant &/or Horse Unit Assistant	Provide care for the CCC Horse Unit horses. Assist with maintenance and feeding of CCC Horse Unit. Assist in event organization within the CCC Horse Program.
Agricultural Department Beef Production	Jori Steele (785) 460-5465 jori.steele@colbycc.edu	Animal Care Maintenance	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.
Art Department	Rebel Mahieu (785) 460-5459 rebel.jay@colbycc.edu	Art Assistant	Help the Art Director as she assigns tasks.
Athletic Department	Michael Saddler, Athletics (785) 460-5548 michael.saddler@colbycc.edu	Sports Program Staff	Supervise activities; maintain equipment and areas in a clean and safe condition; assisting at athletic events.
Baseball	Ryan Carter (785) 460-5447 ryan.carter@colbycc.edu	Baseball Assistant	Help the coach with duties that include, but not limited to: day-to-day activities, office operations, field prep and repair, and practice set up and tear down.
Biology Department	Dr. Jeffrey Sekavec (785) 460-5422 jeff.sekavec@colbycc.edu	Lab Assistant	Set-up and preparation for labs is a major duty. Need mastery of microbiology techniques.
Bookstore/Mailroom	Leisa Hansen (785) 460-5500 leisa.hansen@colbycc.edu	Clerk/Stocker	Maintain bookstore stock, clerk, provide public information and cleaning. Mailings, delivery packages, receiving mail from FedEx and UPS.
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.
Campus Life	Danielle Dusek (785) 460-4610 danielle.dusek@colbycc.edu	Staff Assistant	Assisting Campus Life Coordinator with evening activities.
Chemistry Department	Jason Tew (785) 460-4773 jason.tew@colbycc.edu	Lab Assistant	Set-up and maintenance of the lab. Small amount of supervision.
College Farm	Cody Schmeiser 785-460-5412 cody.schmeiser@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.
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.
Computer Center Monitor Bedker Memorial Complex	Crystal Pounds (785) 460-5524 crystal.pounds@colbycc.edu	Staff Assistant	Monitoring computer labs in Bedker; assist instructors in Bedker with other assigned tasks.
Criminal Justice	Dr. Linda Davis-Stephens (785) 460-5528 linda.davis- stephens@colbycc.edu	Laboratory Assistant	Set up, clean and maintain crime lab, filing, typing, data entry, ability to learn to use Learning Management System. Confidentiality is a must.
Dental Hygiene Department	Bobette Maier (785) 460- 5449 bobette.maier@colbycc.edu	Office Assistant	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.
Endowment	Jennifer Schoenfeld (785) 460-4684	Clerical Duties	Requires excellent written, verbal, and interpersonal skills. Should possess organizational, clerical, computer and program skills.

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English Department	Deb Bickner (785) 460-5488 deb.bickner@colbycc.edu	Staff Assistant	Filing, shredding, typing letters, helping with the compilation of <i>The Collection</i> .
Financial Aid Department	Jamie Crable (785) 460-5497 jamie.crable@colbycc.edu	Office Assistant	Filing, computer data entry, typing and assisting with bulk mailings. Confidentiality is very important!
Library	Tara Schroer (785) 460-5487 tara.schroer@colbycc.edu	Library Assistant	General circulation duties, includes assisting patrons with reference materials, on-line searching, etc. Includes evening and weekend hours.
Massage Therapy Department	Amber Nuttycomb (785) 460-5427	Office Assistant	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.
Nursing Department	Rikki Wait 785-460-5444 rikki.wait@colbycc.edu	Office Assistant	Filing, cleaning, maintenance and miscellaneous in the lab.
Physics Department	Connie Lewis 785-460-5420 connie.lewis@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.
Registrar	Brette Hankin (785) 460-5509	Office Assistant	Filing documents, purchase orders, creates and updates forms, mailings, creating schedules, scanning, and managing graduation applications.
Student Accounts	Tashia Kuper 785-460-4664 tashia.kuper@colbycc.edu	Office Assistant	Computer data entry, filing, typing, and processing mail. Student workers assist in answering the telephone and serving students as well.
Student Affairs	Dr. George McNulty (785) 460-5490 george.mculty@colbycc.edu	Staff Assistant	Answer phones, data entry, prepare mailings, typing, filing, and shredding.
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.
Sustainable Renewable Energy	Derek Reilley (785) 460-5431	Sustainable Energy Assistant	Must be a student in Sustainable/Renewable (Solar/Wind) Energy. Must be reliable and punctual.
Veterinary Technology Department	Dr. Jennifer Martin (785) 460-5466 jennifer.martin@colbycc.edu	Maintenance &/or Enrichment Program Assistant	Maintenance and preparation of the veterinary technology facility needs. Responsible for animal exercise and cleanliness of large animal room.
Veterinary Technology Department	Dr. Beth Fenton (785) 460-5466 beth.fenton@colbycc.edu	Lab Assistant	Maintenance and preparation of the veterinary technology facility needs.
Veterinary Technology Department Clinical Pathology Lab FER 509	Melissa Stomberg (785) 460-5468 melissa.stomberg@colbycc.edu	Lab Assistant	Maintenance and preparation of the clinical pathology facility needs.