



Job Location	Supervisor	Job Title	Job Description	# of Federal Workers	# of Institutional Workers
Administrative 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	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.	1	2
Agricultural Department 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 (785) 460-5465 nick.consulo@colbycc.edu	Animal Care Maintenance	Maintenance as well as feeding and health management.		
Agricultural Department Horse Unit Equestrian Team	Shanda Mattix (785) 460-5464 Shanda.mattix@colbycc.edu	Horse Unit Assistant	Assist with care (feeding and treatment) of horses housed at the CCC Horse Unit, cleaning, up-keep of facilities, other duties as assigned.	1	
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	
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
Art Department	Rebel Mahieu (785)460-5459 rebel.jay@colbycc.edu	Art Assistant	Help the Art Director as she assigns tasks.	1	
Baseball	Ryan Carter (785) 460-5447 ryan.carter@colbycc.edu	Baseball Assistant	Help the baseball coach with duties that include but are not limited to day to day office operations, field prep and repair, as well as practice set up and tear down.	1	
Biology Department	Heidi Tarus (785) 460-5422 heidi.tarus@colbycc.edu	Lab Assistant	Set-up and preparation for labs is a major duty. Need mastery of microbiology techniques.	1	
Bookstore/Mailroom	Leisa Hansen (785) 460-5500 leisa.hansen@colbycc.edu	Clerk/Stock er	Maintain bookstore stock, clerk, provide public information and cleaning. Mailings, delivery packages, receiving mail from FedEx and UPS	4	
Building and Grounds Maintenance Department	Scott Williams (785) 460-5471 scott.williams@colbycc.edu	Maintenanc e Worker	Maintenance and cleaning of buildings, grounds, and vehicles. Reliability is essential.	2	
Campus Life	Mallory Green (785) 460-4610 mallory.green@colbycc.edu	Staff Assistant	Assisting Campus Life Coordinator with evening activities.	2	
Chemistry Department	Jason Tew (785) 460-4773 Jason.tew@colbycc.edu	Lab Assistant	Set-up and maintenance of the lab. Small amount of supervision.	1	
College Farm	Codey Schmeiser codey.schmeiser@colbycc.edu	Farm Maintenanc e	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.	1	
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	Crystal Pounds (785) 460-5524 crystal.pounds@colbycc.edu	Staff Assistant	Monitoring computer labs in Bedker; assist instructors in Bedker with other assigned tasks.	4	
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	Carol Custard (785) 460-5438 carol.custard@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.		
English Department	Deb Bickner (785) 460-5488 deb.bickner@colbycc.edu	Staff Assistant	Filing, shredding, typing letters, helping with compilation of <i>The Collection</i> .	1	
Financial Aid Department	Vanessa Jones (785) 460-4677 vanessa.jones@colbycc.edu	Office Assistant	Filing, computer data entry, typing and assisting with bulk mailings. Excellent people skills, accuracy, and confidentiality are 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	
Massage Therapy Department	Amber Nuttycomb (785) 4605427 amber.nuttycomb@colbycc.edu	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@colbycc.edu	Staff Assistant	Filing, moving equipment, computer data entry, cleaning, set-up, and safeguarding area. Will learn music library skills.	1	
Physical Therapist Assistant Nursing Dental Hygiene Massage Therapy	Dr. Pat Erickson (785) 4605445 pat.erickson@colbycc.edu	Health Science Maintenance	Cleaning, laundry, and maintaining the program areas used by PTA/Nursing/Dental Hygiene/Fitness Lab. Must be able to work independently.	1	
Physics Department	Brent Wilson (785) 460-5420 brent.wilson@colbycc.edu	Laboratory 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	
Registrar	Jeanie Quist (785) 460-5509 jeanie.quist@colbycc.edu	Office Assistant	Filing documents, purchase orders, creates and updates forms, mailings, creating schedules, scanning, and managing graduate applications	1	
Student Accounts	Danell Hemel (785) 460-4664 danell.hemel@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	Mallory Green (785) 460-5610 mallory.green@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, some cleaning, pick-up/delivery, etc. Confidentiality is very important.	1	
Veterinary Technology Department	Dr. Jennifer Martin (785) 460-5466 jennifer.martin@colbycc.edu	Enrichment Program Assistant	Responsible for animal exercise and enrichment and is also responsible for maintenance and cleanliness of the veterinary technology facilities, particularly the large animal room.	1	
Veterinary Technology Department	Dr. Jennifer Martin (785) 460-5466 jennifer.martin@colbycc.edu	Maintenance	Perform maintenance, facility care, some errands.	1	
Veterinary Technology Department	Dr. Beth Fenton (785) 460-5466 jennifer.martin@colbycc.edu	Lab Assistant	Maintenance and preparation of the veterinary technology facility needs.	1	
Veterinary Technology Department	Melissa Stomberg (785) 460-5468 melissa.stomberg@colbycc.edu	Clinical Pathology Lab Assistant	Maintenance and preparation of the clinical pathology laboratory needs.	1	