

HCC Work-Study Opportunities

Department	Contact	Phone/Email	Building	Duties	Skills Needed
Academic Center	Torie Kutz	262-6745 toriekutz@hibbing.edu	M-162	Tutor students, facilitate study sessions. Tutor students requesting help in specific areas, help at desk, keep accurate records, maintain confidentiality, miscellaneous duties as requested.	Must excel in coursework, dependable, good communication skills, patient, computer skills, ability to work independently, and ability to work well with others.
Art	Margaret Holmes	263-2926 margaretholmes@hibbing.edu	Ceramic Building & 140 ArtRoom	Clean & maintain studios, load kilns, make clay, hang exhibits	Strong interest in art, Dependable, trustworthy, honest. Work well by themselves, selfmotivated.
Athletics	Mike Flaten Kate Brau	262-6749 6750 mikeflaten@hibbing.edu katherinebrau@hibbing.edu	PE-148	Team managers, game help, weight room supervisor, office help, van drivers, training room help	Dependable , trustworthy, honest, "sense" or knowledge of sports, on time, responsible, able and willing to work with people, help with equipment, basic secretarial, cashiering experience
Auto	Wayne Trenholm Kevin Hyduke	262-7225 262-7357 waynetrenholm@hibbing.edu kevinhyduke@hibbing.edu	A-129	Clean & maintain auto shop area and office, minor equipment service and repair.	Work well by themselves, need not be constantly supervised, trustworthy and safety minded
Biology	Max Minor-Smith	262-6723 maxwell.minor@hibbing.edu	D 14-15	Prepare chemicals and media, set up labs, clean, organize, collect specimens	Have completed a biology or chemistry course. Honest and responsible.
Bookstore	Rebecca Mayo	262-6706 rebecca.mayo@hibbing.edu	L-101	Check in and price books and merchandise. Wait on and assist students/staff with books and other merchandise. Filing. Operating a cash register. Inventory. Fulfilling online orders.	Able to handle cash. Lifting boxes and shelving merchandise. Filing skills. Good customer service skills. Computer skills.
Chemistry Lab	Kevin Milani	262-6721 kevinmilani@hibbing.edu	D-32	Chem lab technician-to assist in the operation of the HCC chem lab. To mix solutions to be used in HCC chemistry labs. To set up and put away reagents and equipment for weekly labs. To keep the chemistry lab and stockroom clean and organized. This includes washing and putting away glassware and other equipment. To monitor the lab and stockroom on occasion. Other miscellaneous tasks as directed by supervisor.	Either Chem 1610 or Chem 1020. Good organizational skills.
Computer Lab	Don Brearley	262-7309 donbrearley@hibbing.edu	C-238	Be dependable, monitor computer labs, learn lab procedures to assist students and lab attendant, and clean	Typing, knowledge of computer applications helpful.
Culinary Arts	Teresa Boyer	262-7321 teresaboyer@hibbing.edu	C-124	Cleaning kitchen, labs, and dining room	Lift 50 pounds, dependable
Advanced Minnesota	Gail Anderson	262-7267 gail.anderson@advancedmn.org	L-20 and L-21	General clerical, office duties etc. Posting signs/flyers, typing, preparing outgoing mailings, some computer work, filing	Ability to follow directions, knowledge of office equipment etc.
Dental	Dawn Robillard	262-7233 dawn.robillard@hibbing.edu	C-143	Clean, run copies, help instructors	DA student
Diesel	John Bright	262-7243 johnbright@hibbing.edu	A-112	Routine tasks as well as special tasks	Willingness to work, thinking ability, self starter, honest, trustworthy and reliable.
Electrical Maint.	Jesse Dahl	312-9807 jessedahl@hibbing.edu	B-123	Keep department labs clean & orderly, repair equipment, assist in ordering & confirming supplies are received, assist lab assistant with equipment	Have passed first year electrical classes or show leadership skill as a first year student
EMS	Gail Anderson	262-7267 gail.anderson@advancedmn.org	L-20 and L-21	Equipment maintenance, typing, filing, copying, Lifting of equipment	Computer literate. Able to lift 50# - Physically able. EMS experience helpful, not required.
Library	Rachel Milani	262-7258 rachelmilani@hibbing.edu	M-160	Assist with daily library operations, Assist patrons with locating information, answering questions, assigning computer stations, Proper item check-in and check-out. Shelving books and resources.	Independent work skills, personable, considerate, helpful, takes and understands directions, critical thinker/problem solver. Computer skills. Must be able to search the online library catalog and locate materials. Experience searching databases helpful, knowledge of Dewey decimal system helpful. Ability to lift 10 lbs or more.

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Maintenance	David Olds	262-6759 davidolds@hibbing.edu	M-173	Cleaning buildings, moving furniture, running errands, mowing grass, shoveling snow, washing Motor pool vehicles, picking up grounds, assisting Staff Maint department as needed.	Honest, good worker, responsible, drivers license nice but not a necessity.
NEAT	Scott Hansen	262-6787 s.hansen@neatedu.net	D-145	Perform ITV Setups in the ITV rooms at HCC. Monitor ITV events and connections throughout the NEAT Network. Database entry and other duties as necessary.	Basic computer knowledge and basic understanding of audio/video electronics.
Nursing	Sandy Gustafson	262-7240 sandygustafson@hibbing.edu	C-218	Copy forms for dept. and articles/papers for faculty, general cleaning/straightening in nursing lab, some typing, filing	Knowledge of copiers, typing, filing, reliable, preferably a current nursing student
Planetarium	Heidi Werdier	262-6720 heidiwerdier@hibbing.edu	Planetarium	Sales Clerk/Receptionist: Operate cash register, answer phone and janitorial duties. Serve as committee member dealing with advertising, displays, newsletter, show production, etc. console operator: Operate theatre console and associated equipment, host birthday parties and other special events, maintenance of associated equipment. Committee member	ON CALL POSITION Sales Clerk/ Receptionist: None Console Operator: 1 year serving as a cashier at the Paulucci Space Theatre
Cisco-Micro Computers	Dj Erickson	262-7236 dj.erickson@hibbing.edu	C-228/C-229	See Instructors for job duties	
America Reads		See Financial Aid Office for Details			
Heating and Cooling Department	Clint Spotts	262-7231 clinton.spotts@hibbing.edu	B-115	Maintain shop equipment, clean shop area, pick up tools/supplies/equipment, HVAC related projects, interact with customers, dispose of unrepairable equipment	None
Medical Lab Tech Dept.	Laura Parendo	262-7254 lauraparendo@hibbing.edu	C-136	To help with the daily needs of the MLT Dept. Cleaning of the MLT lab, refilling supplies, cleaning sinks, glassware and dishes, helping with wkly inventory, making copies, retrieving mail, priming analyzers, basic analyzer maint. as needed, possible grading, making media, other as needed.	Must be a MLT student. Knowledge of lab safety is required. Basic office/computer skills such as making copies, typing, alphabetizing and filing.
TRIO SSS	Jennifer Boben	262-7363 jenniferboben@hibbing.edu	M-128	Work with the SSS Grant program providing support .	Help plan and implement TRIO SSS activities; Assist with outgoing SSS materials; Assist the enrollment office when necessary; Scan TRIO files and keep records up to date; File and organize paperwork; Organize class materials as necessary; Computer skills (MS Office), social, reliable, creative, friendly, and on time!
Student Services	Sarah Merhar	262-6713 sarahmerhar@hibbing.edu	M-125	Answering telephone, scheduling appointments, giving directions, mailings, data entry, filing, scanning, assisting with testing and registration, campus event help and other duties as assigned	A "people person", friendly, able to complete tasks, responsible, trustworthy, able to work independently. Understand filing instructions, minimal typing skills, understand copier operation.
Upward Bound	Evelyn Rolloff	218-312-1509 evelyn.rolloff@hibbing.edu	Online/Zoom Sessions	Provide online tutoring for Math, Science, Social Studies, Spanish and other topics	Ability to provide online tutoring from off-campus location.
Upward Bound	Evelyn Rolloff	218-312-1509 evelyn.rolloff@hibbing.edu	On Campus	Contact Upward Bound Supervisors for job duties. Office Work, Help (mailings, filing etc.) -flexible hours.	Dependable
Law Enforcement Department	Brent Bradley	262-7263 brent.bradley@hibbing.edu	B-236	See department supervisor for job duties	