Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

Available Work-Study Opportunities
FOR CURRENT STUDENTS THAT HAVE BEEN AWARDED WORK-STUDY AS PART OF THEIR FINANCIAL AID PACKAGE.

**Academic Coaching Assistant**
Review class materials with students and refer student back to instructor for further assistance if they continue to struggle with the material; Provide academic support to students in specified areas of study; Contact Coaching Coordinator if the student continues to struggle and/or has any other concerns; Enter all students tracking & time submission after each session; Model and maintain a professional attitude towards staff, instructors and students; Provide the Coaching Coordinator with up-to-date availability; Notify the Coaching Coordinator in advance if you will be absent and/or as soon as possible in case of an emergency; Attend all training and refresher training as required; Provide Blackboard Collaborate sessions as needed; Other duties as assigned.
Must have excellent interpersonal communication skills and documentation of a good understanding of the course material.

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Success</td>
<td>Green Bay</td>
<td>Wayne Walker</td>
<td>920-498-5688</td>
<td>SC215</td>
<td>4</td>
</tr>
</tbody>
</table>

**Barista**

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Buzz</td>
<td>Green Bay</td>
<td>Gretchen Bonnema</td>
<td>920-498-6278</td>
<td>SC146</td>
<td>5</td>
</tr>
</tbody>
</table>

**Bookstore Support**
Cash register operation, customer service, receiving/stocking of books and supplies. *Ability to lift 50 pounds.

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>Green Bay</td>
<td>Gretchen Bonnema</td>
<td>920-498-6278</td>
<td>SC 146</td>
<td>3</td>
</tr>
</tbody>
</table>

**College of Business Office Assistant**
The newly designed College of Business office is seeking an Office Assistant to assist with various duties. Duties to include: Greet internal and external customers, in person or via phone and email, and serve as the liaison between the customer and the appropriate individual. Determine nature and purpose of visit and provide appropriate service. Act as resource person for faculty, administration and staff. Assist with classroom access, printing, supplies, room scheduling, etc. Reserve rooms and resources for faculty, administration, and staff using college scheduling technology. Review room schedules and troubleshoot as necessary. Inform appropriate departmental staff of daily absences and post cancellations as they occur. Notify students of class cancellations through multiple delivery systems. All other duties and projects as assigned.

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business</td>
<td>Green Bay</td>
<td>Sandy Folsom</td>
<td>920-498-6295</td>
<td>BT300</td>
<td>1</td>
</tr>
</tbody>
</table>

**Copy Center Assistant**
General assistance in the Copy Center. Duties include bindery & delivery of printed materials & running high-speed copier. May also include some customer service & clerical work.

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing Services</td>
<td>Green Bay</td>
<td>Aaron Beth</td>
<td>920-498-5508</td>
<td>ED113</td>
<td>1</td>
</tr>
</tbody>
</table>
**Corporate Training and Economic Development Lab Aide**

Assist our part-time lab aide in managing welding materials and prepare welding and pipefitting materials for use in instructional programs at the North Coast location. Perform basic equipment maintenance to support instruction.

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Training and Economic Development</td>
<td>Marinette</td>
<td>Gina Van De Hey</td>
<td>920-498-6361</td>
<td>MTC113</td>
<td>1</td>
</tr>
</tbody>
</table>

**Distribution Center Assistant**

Process incoming packages for distribution and outgoing packages for shipment. Light furniture assembly, distribution of packages and goods. Occasional sorting, mail delivery of internal and posted mail.

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing &amp; Distribution Center</td>
<td>Green Bay</td>
<td>Jennifer Canavera</td>
<td>920-498-5406</td>
<td>SC 102E</td>
<td>2</td>
</tr>
</tbody>
</table>

**Diversity & Inclusion Assistant**

Support a range of diversity and inclusion initiatives and committees. Responsible for promoting the educational and programmatic initiatives of the Office in collaboration with diversity and inclusion office staff and colleagues across the College, while gaining exposure to the operation of an administrative unit within Human Resources. Goals include, but not limited to: Gaining a deep understanding of diversity and inclusion work in a higher educational setting and acquiring practical experience in program development and implementation, policy research, outreach, promotion, communications, and social media management.

<table>
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<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversity &amp; Inclusion</td>
<td>Green Bay</td>
<td>Mohammed Bey</td>
<td>920-498-6826</td>
<td>SC224</td>
<td>1</td>
</tr>
</tbody>
</table>

**Energy Center Assistant**

This position works at the Great Lakes Energy Education Center. Primary responsibilities include: welcome visitors, customers, and staff to the building; answer customer questions; assist with Energy Center tours, events, high school and middle school activities; event set up including moving furniture; distribution of packages and goods; occasional sorting and mail delivery of internal and posted mail; running errands to the main campus; light cleaning of classrooms, canteen, and conference rooms; assist in the program shops; maintain content on the welcome display; and other duties as assigned. Excellent customer service skills a must. Ability to lift 50 pounds. Computer skills required with basic experience in PowerPoint highly desired. Ability to drive a college vehicle.

<table>
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<tr>
<th>Department</th>
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<th>Supervisor</th>
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<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trades and Engineering Technologies</td>
<td>Great Lakes</td>
<td>Amy Kox</td>
<td>920-498-6908</td>
<td>EE101</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Energy Education Center</td>
<td></td>
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</tr>
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</table>

**Information Technology Assistant**

Assist Information Technology support staff with inventory receipts, minor equipment repairs, placement and moves of computers, imaging computers and preparing donations. Strong customer service skills are required. Windows 7, MAC, and Microsoft Office experience is preferred.

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Marinette</td>
<td>Christine Polzin</td>
<td>715- 732-3871</td>
<td></td>
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</tr>
<tr>
<td>Client Support Services</td>
<td>Green Bay</td>
<td>Kathryn Doar</td>
<td>920- 498-6801</td>
<td>CO302</td>
<td>2</td>
</tr>
</tbody>
</table>
**International Recruitment Assistant**
Under supervision of International Recruiter within the International Programs Department: Update NWTC’s International Programs social media pages. Follow up on prospective student inquiries referring to International Programs staff. Provide various data collection support as well as administrative filing, mailing, and printing. Work effectively in a team environment. Other duties as assigned.

<table>
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<tr>
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<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Involvement</td>
<td>Green Bay</td>
<td>Megan Popkey</td>
<td>920-498-7186</td>
<td>SC118</td>
<td>1</td>
</tr>
</tbody>
</table>

**Library Assistant**
Provide front-desk library support by answering library and computer-related questions, fixing paper jams, and assisting library staff with projects. Strong customer service skills required. Knowledge of Internet, Microsoft Office, and Blackboard Learn strongly preferred.

<table>
<thead>
<tr>
<th>Department</th>
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<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Sturgeon Bay</td>
<td>Susan Baus</td>
<td>920-746-4902</td>
<td></td>
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</tr>
</tbody>
</table>

**Library Assistant – Evenings, Fridays, and Saturdays**
Provide front-desk library support by answering library and computer-related questions, fixing paper jams, and assisting library staff with projects. Strong customer service skills required. Knowledge of Internet, Microsoft Office, and Blackboard Learn strongly preferred.

<table>
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<tr>
<th>Department</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Green Bay</td>
<td>Julie Chapman</td>
<td>920-498-5490</td>
<td>SC 215</td>
<td>2</td>
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</tbody>
</table>

**Marketing Assistant**
Assist the marketing and graphic design team with day to day projects related to campus graphics, internal signage, and assisting internal customers with marketing needs. Must be enrolled in one of the following programs: Marketing, Graphic Design, or Photography.

<table>
<thead>
<tr>
<th>Department</th>
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<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing and Recruitment</td>
<td>Green Bay</td>
<td>Erica Plaza</td>
<td>920-498-6969</td>
<td>DO209</td>
<td>1</td>
</tr>
</tbody>
</table>

**Network Specialist Assistant**
Assist personnel with day to day administration and maintenance of server and software, network cabling, network monitoring systems, networked cameras, hardware and software troubleshooting, and other duties as assigned. Must be enrolled in any IT program.

<table>
<thead>
<tr>
<th>Department</th>
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<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure Services Support</td>
<td>Green Bay</td>
<td>Karl Reischl</td>
<td>920-498-6933</td>
<td>CO301M</td>
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</tr>
</tbody>
</table>

**Office Assistant**
Provide clerical support to include, but not limited to: customer service, answering phones, typing, filing, data entry, and scanning. Knowledge of Microsoft Office skills preferred

*Bi-lingual applicants encouraged to apply*

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Green Bay</td>
<td>John Grant</td>
<td>920-498-6984</td>
<td>SC240</td>
<td>2</td>
</tr>
<tr>
<td>Career Services</td>
<td>Green Bay</td>
<td>Jennifer Pigeon</td>
<td>920-498-6250</td>
<td>SC128</td>
<td>1</td>
</tr>
<tr>
<td>Corporate Training &amp; Economic Development</td>
<td>Green Bay &amp; Marinette</td>
<td>Gina Van De Hey</td>
<td>920-498-6361</td>
<td>CC207</td>
<td>1 Green Bay 2 Marinette</td>
</tr>
<tr>
<td>College Advancement (Grants and IR)</td>
<td>Green Bay</td>
<td>Elizabeth Schaff</td>
<td>920-498-7163</td>
<td>DO207</td>
<td>1</td>
</tr>
<tr>
<td>Foundation</td>
<td>Green Bay</td>
<td>Alicia Van Straten</td>
<td>920-498-5426</td>
<td>DO207</td>
<td>1</td>
</tr>
<tr>
<td>Front Office</td>
<td>Sturgeon Bay</td>
<td>Susan Baus</td>
<td>920-746-4902</td>
<td>SBSC101</td>
<td>1</td>
</tr>
</tbody>
</table>
Peer Career Assistant

Build your leadership and employability skills; join a team that you can assist students and visitors with their career needs and concerns. Assist with events and marketing of the Career Services offerings via classroom presentations, etc. In depth coaching and mentoring will be provided. Please see detailed description: [https://www.nwtc.edu/NWTC/media/student-experience/career%20services/WORK-STUDY-Peer-Career-Assistant.pdf](https://www.nwtc.edu/NWTC/media/student-experience/career%20services/WORK-STUDY-Peer-Career-Assistant.pdf)

<table>
<thead>
<tr>
<th>Career Services</th>
<th>Green Bay</th>
<th>Jennifer Pigeon</th>
<th>920-498-6250</th>
<th>SC128</th>
<th>5</th>
</tr>
</thead>
</table>

Public Relations Assistant

Provide support to Public Relations staff and assist with daily public relations tasks including social media, news story creation, photography and video. Must be proficient in customer service, social media content creation, video/photography, and Microsoft Word. Good writing skills a plus.

<table>
<thead>
<tr>
<th>Public Relations</th>
<th>Green Bay</th>
<th>Casey Fryda/Kara Leiterman</th>
<th>920-498-6288/920-498-5496</th>
<th>SC114</th>
<th>1</th>
</tr>
</thead>
</table>

Public Safety Office Assistant/Receptionist

Provide clerical support which includes receptionist duties as needed, scanning, mailings, data entry and filing. Knowledge of Microsoft Office Word, Outlook and Excel is required.

<table>
<thead>
<tr>
<th>Public Safety</th>
<th>Green Bay</th>
<th>Annette Griffin</th>
<th>920-498-5423</th>
<th>SC114</th>
<th>1</th>
</tr>
</thead>
</table>

Science Lab Aide

Open Lab Hours in SC 383 and SC 384 lab areas, manage tracking of student participation, and ensure appropriate use of lab facilities. Other duties as assigned. Assist with organization of materials, tools, and equipment. Perform general cleaning of lab equipment and classrooms. Maintain quality control standards on refrigerator and safety equipment.

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Studies- Labs</td>
<td>Green Bay</td>
<td>Caryn Earehart</td>
<td>920-498-5446</td>
<td>SC305B</td>
<td>1</td>
</tr>
</tbody>
</table>

Science Laboratory Technician Assistant

Science Laboratory Technician assistants will have the opportunity to master principles of successful laboratory management, including (but not limited to) hygienic laboratory practices, quality assurance of reagents, safe handling of chemicals and biological materials, and interpretation of laboratory protocols. Candidates must possess a positive attitude, the ability to communicate clearly in both written and verbal forms, a willingness to learn, and excellent attention to detail. The work schedule is flexible M-F between the hours of 8 am - 6:30 pm (approximately 8-10 hours per week). Candidates bound for laboratory careers are preferred.

<table>
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<th>Positions</th>
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<tbody>
<tr>
<td>General Studies- Labs</td>
<td>Green Bay</td>
<td>Caryn Earehart</td>
<td>920-498-5446</td>
<td>SC377</td>
<td>1</td>
</tr>
</tbody>
</table>
Social Influencer – College of Business
Can you generate gifs, create memes, edit video, design graphics, or take eye-catching photos? Maybe you’re a great storyteller, write strong copy, or build solid storyboards?
If you have a knack for any of these creative skills, we need your help. Our team will brainstorm and find creative ways to share the College of Business with our community on Instagram, Facebook, Snapchat, and LinkedIn. Showcase your skills and passion. No social media experience required, only an open and creative mind.

<table>
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<th>Room #</th>
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</tr>
</thead>
<tbody>
<tr>
<td>College of Business</td>
<td>Green Bay</td>
<td>Sandy Folsom</td>
<td>920-498-6295</td>
<td>BT300</td>
<td>1</td>
</tr>
</tbody>
</table>

Student Lab Assistant
Provide laboratory support to include, but not limited to: registration, book sales, copying, answering phones, assisting students in labs, & troubleshooting technology. Internet, Microsoft office, and customer service skills preferred.

<table>
<thead>
<tr>
<th>Department</th>
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<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Education Lab Marinette</td>
<td>Marinette</td>
<td>Christine Polzin</td>
<td>715-732-3871</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

System Testing Assistant
Assists in testing NWTC application systems. Writes test cases and manages the test case library. Ensures requirements traceability for project test cases. Performs regression testing for application development projects. Reports system issues to NWTC analysts and developers. Students should be enrolled in an IT program such as Business Analyst, Web Developer, Software Developer, or Computer Support Specialist.

<table>
<thead>
<tr>
<th>Department</th>
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<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Application</td>
<td>Green Bay</td>
<td>John Kopp</td>
<td>920-498-7191</td>
<td>CO301</td>
<td>2</td>
</tr>
</tbody>
</table>

Talent Development Assistant
This position will assist in scheduling Talent Development-related meetings, coordinating and booking rooms in 25Live, catering, and in setting up for professional development training sessions. There will be opportunities to manage the Talent Development and Maestro Outlook inboxes and navigating Maestro, as well as assisting on projects with Talent Development consultants. Must have a positive, can-do attitude to persevere through each task. This position will also provide administrative support to include, but not limited to: customer service, answering phones, filing, data entry, and notetaking. Computer capabilities preferred (Word, Excel, Publisher, Powerpoint, and Adobe Acrobat).

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<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talent Development</td>
<td>Green Bay</td>
<td>Tim Derozier</td>
<td>920-498-6830</td>
<td>CC224</td>
<td>0</td>
</tr>
</tbody>
</table>

Trades and Engineering Technologies
Assist instructor with organization of supplies, tools, material, equipment, and stock. Perform minor preventative maintenance on related power & hand tools. Assist with open labs when necessary.

<table>
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<tr>
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<th>Room #</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Auto Lab Assistant</td>
<td>Marinette</td>
<td>Gene Francisco</td>
<td>920-498-5739</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>*ability to lift 50lbs required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Assistant (carpentry, masonry and electricity)</td>
<td>Green Bay</td>
<td>Gene Francisco</td>
<td>920-498-5739</td>
<td>BC106</td>
<td>1</td>
</tr>
<tr>
<td>*ability to lift 50lbs required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diesel &amp; Heavy Equipment Aide</td>
<td>Sturgeon Bay</td>
<td>Gene Francisco</td>
<td>920-498-5739</td>
<td>SB131B</td>
<td>1</td>
</tr>
<tr>
<td>*ability to lift 50lbs required</td>
<td></td>
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</tbody>
</table>
**Transportation Center Assistant**
This position works at the Transportation Center. Primary responsibilities include: welcome visitors, customers, and staff to the building; answer customer questions; assist with Transportation Center tours, events, high school and middle school activities; event setup including moving furniture; distribution of packages and goods; occasional sorting and mail delivery of internal and posted mail; running errands to the main campus; light cleaning of classrooms, canteen, and conference rooms; assist in the parts department; assist in the program shops; maintain content on the welcome display; and other duties as assigned. Excellent customer service skills a must. Ability to lift 50lbs. Computer skills required with basic experience in PowerPoint highly desired. Ability to drive a college vehicle.

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<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trades and Engineering Technologies</td>
<td>Green Bay, Transportation Center</td>
<td>Gene Francisco</td>
<td>920-498-5739</td>
<td>Parts Dept</td>
<td>1</td>
</tr>
</tbody>
</table>

**Videographer/Photographer**
Work with marketing department to build an asset library for video and photo use on various projects (social media, videos, campus graphics, internal signage). Adobe Photoshop skills are required and Adobe Premiere Pro experience is a plus. Must be enrolled in one of the following programs: Marketing, Graphic Design, or Photography. Second year students preferred.

<table>
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<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing and Recruitment</td>
<td>Green Bay</td>
<td>Roxanne Beth</td>
<td>920-498-5725</td>
<td>DO209</td>
<td>1</td>
</tr>
</tbody>
</table>

**Web Content Assistant**
Assists NWTC’s Web Developers with the College intranet site. Duties may include creating web content, migrating documents, and resolving support tickets. Students will receive training in Microsoft SharePoint from the NWTC Web Developers.

<table>
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</thead>
<tbody>
<tr>
<td>Enterprise Application</td>
<td>Green Bay</td>
<td>John Kopp</td>
<td>920-498-7191</td>
<td>CO301</td>
<td>8</td>
</tr>
</tbody>
</table>

**Welcome Center Receptionist**
This position is responsible for serving as the first point of contact for customers entering the Welcome Center. Duties include greeting customers, viewing student account information, directing inquiries to the appropriate staff for assistance, and helping students check-in for appointments.

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Supervisor</th>
<th>Phone #</th>
<th>Room #</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Contact Center</td>
<td>Green Bay</td>
<td>Kelly Barrette</td>
<td>920-498-7981</td>
<td>SC240</td>
<td>3</td>
</tr>
</tbody>
</table>
Off Campus Opportunities

Afterschool Program Assistant
Serve as program support for our 21st Century Community Learning Center Afterschool Programs. Help K-5 students grow and thrive in an academic setting, while encouraging positive behavior and skill development. Must be outgoing, energetic, and comfortable interacting with children. Candidates must have a high school diploma and ideally three months minimum working with youth from diverse backgrounds. Locations include: Keller Elementary, Jefferson Elementary, Danz Elementary, and Fort Howard Elementary.

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<tbody>
<tr>
<td>Boys &amp; Girls Club of Greater Green Bay – After School Programs</td>
<td>1400 Lombardi Ave, Ste. 60</td>
<td>Emily Klemme</td>
<td>920-494-7090 ext. 1048</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Assistant Coach
Assists with middle school college readiness programming and provides support to Lead Coach. NEW Scholars program provides support to Green Bay middle school students with college readiness support, school success, and leadership skills. **TO APPLY:** Email the following items to Jason Annoye at jannoye@scholarshipsinc.org: Brief paragraph indicating why you are interested in the position, any past experience, and copy of your class schedule/availability. Any questions are welcome and encouraged.

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</thead>
<tbody>
<tr>
<td>Scholarships, Inc.</td>
<td>NEW Scholars Program</td>
<td>Jason Annoye</td>
<td>920-857-9088</td>
<td>Suite 1</td>
<td>1</td>
</tr>
</tbody>
</table>

Cost Accounting Intern
The Cost Accounting Intern will be expected to: Help on assigned office projects. Projects will vary from week to week. The primary project is to assist our organization in developing a new costing structure. Have a good time, learn a lot and make great community connections. Candidate must (all of the following apply): Possess a positive, can-do attitude; Communicate clearly; Be willing to learn; Work well with others and independently; Be professional at all times while representing the Einstein Project; Understand our mission and vision and believe in the work that we do. Work schedule is flexible M-F between the hours of 8am-4pm (approximately 8-20 hours per week). Other student employment benefits include occasional “extra” paid team building activities and a fantastic work environment that supports children and educators. Application Instructions: Please email your resume to hr@einsteinproject.org.

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<tbody>
<tr>
<td>Administration- Einstein Project, 1255 Einstein Way, Green Bay</td>
<td>Front Office</td>
<td>Annie Goffard</td>
<td>920-884-8800</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Digital Video Arts Intern
As a Digital Video Arts Intern, you will be responsible for assisting with programming with a practicing professional teaching artist. Preferred courses in the fields of are Digital Arts, Communications, Social Media, Media, Music, Graphic Arts.

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<tr>
<td>Boys &amp; Girls Club of Greater Green Bay – Clubhouse</td>
<td>1400 Lombardi Ave, Ste. 60</td>
<td>Ben Perkovich</td>
<td>920-494-7090 ext. 1054</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Graphic Design Intern
As a Digital Video Arts Intern, you will be responsible for assisting with programming with a practicing professional teaching artist. Preferred courses in the fields of are Art, Digital Arts, Communications, Social Media, Media, Music, Graphic Arts.

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Group Fitness Instructor – Land and/or Water Based
The group fitness instructor develops group fitness classes and instructs participants, adapting to meet individual needs. Variety of opportunities for type of class (i.e. kickboxing, HIIT, strength training, yoga, water aerobics and others). Knowledge of body
mechanics and prior experience is preferred. Life guard certification provided for water based classes. Flexible scheduling. Work hours will be determined with candidate, range of 4 to 10 hours per week between the hours of Mon-Thurs 5 am to 8 pm, Fri 5 am to 6 pm, Sat 7 am to 1 pm.

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<tbody>
<tr>
<td>Greater Green Bay YWCA</td>
<td>230 S Madison St, Green Bay, WI</td>
<td>Kris Neveau</td>
<td>920-432-5581 ext. 131</td>
<td>Fitness Center</td>
<td>5</td>
</tr>
</tbody>
</table>

**Lifeguards/Swim Lesson Instructors**

YWCA is seeking lifeguards/swim instructors. The instructor is responsible for conducting high quality swim instruction to a variety of ages. There will be interaction with staff, parents, children and families. Hours are flexible between the hours of 5:00am and 8:00pm Monday-Friday and Saturdays 7:00am-1:00pm. Lifeguard certification and experience preferred.

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<tr>
<td>Greater Green Bay YWCA</td>
<td>230 S Madison St, Green Bay, WI</td>
<td>Teri DeGrand</td>
<td>920-432-5581 ext. 146</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Marketing/Social Media Intern**

The YWCA is seeking motivated individual to assist with all aspects of marketing, event planning and fund development. Responsibilities include developing social media, writing and proofing copy, planning and promoting events, designing marketing materials and general administrative duties.

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<tr>
<td>Greater Green Bay YWCA</td>
<td>230 S Madison St, Green Bay, WI</td>
<td>Renita Robinson</td>
<td>920-432-5581 ext. 132</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Member Services Representative**

The YWCA is seeking a member services representative. This position is directly responsible for providing the highest quality service to members and the community. The interaction with our visitors and guests will occur in person, on the phone and through email. This position is often the first person a visitor connects with at the YWCA and it is critical to create a positive, welcoming experience as well as correctly communicate the service of the YWCA.

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<tr>
<td>Greater Green Bay YWCA</td>
<td>230 S Madison St, Green Bay, WI</td>
<td>Sandy Ocker</td>
<td>920-432-5581 ext. 142</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Performing Arts Intern**

As a Performing Arts Intern, you will be responsible for assisting with programming with a practicing professional teaching artist. Program includes digital music production, recording and engineering, sound and live performances. Preferred courses in the fields of are Performing Arts, Digital Communications, Media, and Music.

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**ReStore Donor & Sales Associate**

Provide exceptional customer service. Clean, sort, price and stock merchandise in the proper area of the store as it comes in under the direction of the Management Team. Greet donors on a regular basis with professionalism and care – provide tax exempt slips to donors per legal guidelines. Assist customers with purchases as called upon with car carry-out. Work to keep store orderly, stocked & clean at all times. May require some cashier duties, ReStore truck ride-along, or other responsibilities as needed. Accept donations
from the loading dock as they are dropped off at the ReStore in Green Bay, WI. Assist with other areas as assigned, including Habitat events at the ReStore. Work side by side with all volunteers to fulfill the habitat mission of bringing people together to build homes, communities and hope. Will require weekend hours (no nights or Sundays). Resumes can be sent to Renee Erickson at rerickson@restoregb.org.

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<tr>
<td>Greater Green Bay Habitat for Humanity ReStore</td>
<td></td>
<td>Renee Erickson</td>
<td>920-338-1650</td>
<td>ext. 5732</td>
<td>2</td>
</tr>
</tbody>
</table>

Social Media and Events Assistant Coordinator

The Office Support Coordinator will be expected to: Assist implementation of social media campaigns. Assist implementation of event timelines, and other event tasks as assigned. Answer phones, welcome volunteers and visitors to the building when needed. Help on all assigned office projects as they arise. Projects will vary from week to week. Have a good time, learn a lot and make great community connections. Candidate must (all of the following apply): Possess a positive, can-do attitude; Communicate clearly; Be willing to learn; Work well with others and independently; Be professional at all times while representing the Einstein Project; Understand our mission and vision and believe in the work that we do. Work schedule is flexible M-F between the hours of 8am-4pm (approximately 8-20 hours per week). Other student employment benefits include occasional “extra” paid team building activities and a fantastic work environment that supports children and educators. Application Instructions: Please email your resume to hr@einsteinproject.org.

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POSITION QUALIFICATIONS

**Competency Statements**

- **Values** - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- **Student Success** – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- **Diversity Oriented** - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- **Accountability** - Ability to accept responsibility and account for his/her actions.
- **Communication, Oral** - Ability to communicate effectively with others using the spoken word.
- **Friendly** - Ability to exhibit a cheerful demeanor toward others.
- **Organized** - Possessing the trait of being organized or following a systematic method of performing a task.
- **Reliability** - The trait of being dependable and trustworthy.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.

**Required online application available on website: www.nwtc.edu**

Click on “Jobs”, then “Jobs at NWTC” and then in the upper left hand corner:

External candidates click on “Apply Online – Public”

Current NWTC employees click on “Apply Online – Current NWTC Employees”

**Contact information:** Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, PO Box 19042, Green Bay, WI 54307-9042. E-mail address: hr@nwtc.edu