



Work-Study Part-Time

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 OFFERED WORK-STUDY AS PART OF THEIR FINANCIAL AID PACKAGE.

Academic Coaching Support Staff

Office duties to include coverage of Academic Coaching labs, assist students, customers, faculty and Academic Coaches, data entry, filing, and copying, processing paperwork. Setting up coaching sessions. Follow-up with students. Excellent customer service skills a must and computer skills required: Word & Excel.

Department	Campus	Supervisor	Phone #	Room #	Positions
Student Success	Green Bay	Wayne Walker	920-498-5688	SC215	2

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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Student Success	Green Bay	Wayne Walker	920-498-5688	SC215	8

Accounting Assistant

Entering of journal and budget entries, scanning documents into the Image Now document imaging program, filing of pro-card statements, processing accounts receivable invoices, posting payments, and other projects as needed.

Department	Campus	Supervisor	Phone #	Room #	Positions
Finance	Green Bay	Gina Van Egeren	920- 498-6298	CO208E	1

College of Business/General Studies 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.

Department	Campus	Supervisor	Phone #	Room #	Positions
College of Business	Green Bay	Sandy Folsom	920-498-6295	BT300	0
General Studies	Green Bay	Angie Blasier	920-498-5658	SC305	0

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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Printing Services	Green Bay	Aaron Beth	920-498-5508	ED113	0

Creative Superhero – College of Business

As a Creative Superhero, you will have the opportunity to develop your employability skills while showcasing your passion and supernatural talent. We are looking for individuals with interests in: photography, videos, designing, writing, journalism, marketing, social media, and storytelling to combat evil content creators.

This position focuses on creating powerful content for the College of Business at NWTC through social media and promotional materials. It's personalized to meet your greater good and interests, while being self-driven with mentor guidance.

*No social media experience is required

Department	Campus	Supervisor	Phone #	Room #	Positions
College of Business	Green Bay	Sandy Folsom	920-498-6295	BT300	1

Design Work-Study

Create and supply COB staff with designated files to be shared in the DGT gallery screens. Edit works emailed by faculty to you to fit template for department projects to display in digital Gallery space upstairs. Create needed design media (posters/email/announcements/posts) for events within the Design program, Digital Arts and College of Business. Maintain posting on Social Feeds for Design/Print Program – Instagram, Twitter and Facebook. College of Business requests for social media feeds. • Help as needed on events with in Digital Arts.... signs, banners, online content, advisory committee handouts, etc.

Department	Campus	Supervisor	Phone #	Room #	Positions
College of Business	Green Bay	Sandy Folsom	920-498-6295	BT300	1

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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Purchasing & Distribution Center	Green Bay	Jennifer Canavera	920-498-5406	SC 102E	0

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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Diversity & Inclusion	Green Bay	Mohammed Bey	920-498-6826	SC224	2

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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Trades and Engineering Technologies	Great Lakes Energy Education Center	Howard Herrild	920-498-6317	EE101	2

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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Client Support Services	Green Bay	Karl Reischl	920-498-6933	CO301M	0

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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Library	Marinette	Amy Beaudo	715-732-3659		1
Library	Sturgeon Bay	Susan Baus	920-746-4902		1

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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Library	Green Bay	Julie Chapman	920- 498-5490	SC 215	0

Design & 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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Marketing and Recruitment	Green Bay	Roxanne Beth	920-498-5725	DO209	1

Medical Assistant Program Lab Aide

Fulfill lab assignments per Medical Assistant (MA) Program Director for the MA Program Lab, including organizing supplies, observe MA students practicing skills, & assist MA students while practicing vital signs on simulators. Prefer: ADN or LPN student who have completed basic nursing skills course, strong computer and communication skills.

Department	Campus	Supervisor	Phone #	Room #	Positions
Health Sciences	Green Bay	Tina Broderick	920-498-5575	HS301N	1

Network Specialist Assistant

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

Department	Campus	Supervisor	Phone #	Room #	Positions
Infrastructure Services Support	Green Bay	Karl Reischl	920-498-6933	CO301M	1

Nursing Assistant and Medical Assistant Program Lab Aide

Assist Nursing Assistant Faculty with laundry, lab set up, lab take down, and cleaning the lab as directed. Fulfill lab assignments per Medical Assistant Faculty for the MA Program Lab, including organizing supplies, lab set up, lab take down, cleaning the lab, and assist MA students while practicing vital signs on simulators. Prefer: ADN or LPN student who have completed basic nursing skills course, strong computer and communication skills.

Department	Campus	Supervisor	Phone #	Room #	Positions
Health Sciences	Marinette	Amy Beaudo	715-732-3659		1

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Nursing Lab Aide

Fulfill lab assignments per the Nursing Lab Coordinator for the Nursing Skills Lab, including organizing supplies. Preferred candidate: ADN or LPN student.

Department	Campus	Supervisor	Phone #	Room #	Positions
Health Sciences	Green Bay	Cathy Laabs	920-498-6827	HS 317	2

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

Department	Campus	Supervisor	Phone #	Room #	Positions
Career Services	Green Bay	Jennifer Parks-Tigert	920-498-6250	SC128	0
Corporate Training & Economic Development	Green Bay & Marinette	Gina Van De Hey	920-498-6361	CC207	1 Green Bay 1 Marinette
Financial Aid	Green Bay	Stephanie Feucht	920-498-5544	SC240	0
Front Office	Sturgeon Bay	Susan Baus	920-746-4902	SBSC101	1
Health Sciences & Education	Green Bay	Malinda Wall	920-498-5434	HS310	1
Purchasing	Green Bay	Jennifer Canavera	920-498-5406	SC102E	1
Regional Learning Centers	Aurora	Sally Miller	715-589-2768		1
	Crivitz	Vicky Oldham	866-854-3338		2
	Luxemburg	April Konitzer	920-272-9845		1
	Oconto Falls	Jeannie Otto	715-524-2418		3
	Shawano	Jeannie Otto	715-524-2418		2
Student Support Services	Green Bay	Amber Michaels Schmitt	920-498-6951	SC133	1
Talent and Culture	Green Bay	Kim Jameson	920-498-6318	CC224	0
Trades and Engineering Technologies	Green Bay	Meghann McKinnon	920-498-5460	ET101	1

Radio Operations Assistant

Provide assistance to the Station Manger in the daily operations of the campus radio station. Duties could include editing event audio, uploading music, updating Podcast web pages, creating advertising spots and station IDs, reviewing music for submission to the automation computer, assist in Live Broadcast and live event set-up and production, engineer live talk broadcasts on the station, other duties as assigned.

Department	Campus	Supervisor	Phone #	Room #	Positions
Digital Media Technology	Green Bay	Chris Kuborn	920-498-5636	BI229C	2

Recruitment Assistant

Provide support to Recruitment Team by assisting with high school and middle school activities and initiatives, event planning, tours, inventory, and data entry. Candidates must have strong attention to detail, excellent customer service skills and be proficient in Word & Excel.

Marketing and Recruitment	Green Bay	Andrew Mertig or Angie Brusky	920-498-6891	DO209	2
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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.

Department	Campus	Supervisor	Phone #	Room #	Positions
General Studies- Labs	Green Bay	Caryn Earehart	920-498-5446	SC305B	1

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.

Department	Campus	Supervisor	Phone #	Room #	Positions
General Studies- Labs	Green Bay	Caryn Earehart	920-498-5446	SC377	1

Social Media Assistant

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

Department	Campus	Supervisor	Phone #	Room #	Positions
Public Relations	Green Bay	Roxanne Beth	920-498-5725	DO209	1

Student Center Greeter

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

Department	Campus	Supervisor	Phone #	Room #	Positions
Customer Contact Center	Green Bay	Kelly Barrette	920-498-7981	SC240	0

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).

Department	Campus	Supervisor	Phone #	Room #	Positions
Talent Development	Green Bay	Tim Derozier	920-498-6830	CC224	1

Teaching and Learning Center (TLC) Support

This position works at the TLC, located next to the library. Primary responsibilities include: welcoming visitors and employees to the center, providing quality customer service, maintaining the Teaching and Learning Center mailbox, and answering phone calls and taking messages when needed. Other duties involve scheduling meetings in Outlook calendars, managing the TLC Hub site calendar and assisting in registering employees for professional development through Maestro. There will be opportunities to take notes during meetings, assist on projects and plan events (including ordering snacks/catering and room reservations in our scheduling portal), and perhaps more depending on skill level and interest shown. Computer capabilities preferred (Word, Excel, Publisher, Adobe Acrobat).

Department	Campus	Supervisor	Phone #	Room #	Positions
Learning Solutions/Human Resources	Green Bay	Tim Derozier	920-498-6830	SC215U	1

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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Auto Lab Assistant *ability to lift 50lbs required	Marinette	Gene Francisco	920-498-5739	Marinette Auto Lab	1
Construction Assistant (carpentry, masonry and electricity) *ability to lift 50lbs required	Green Bay	Gene Francisco	920-498-5739	BC106	1
Diesel & Heavy Equipment Aide	Sturgeon Bay	Gene Francisco	920-498-5739	SB131B	1
Diesel Truck Lab Assistant	Green Bay	Gene Francisco	920-498-5739	Transportation Center	1
Gas Utility Assistant	Green Bay	Howard Herrild	920-498-6317	Energy Center	2
Electrical Power Distribution Assistant	Green Bay	Howard Herrild	920-498-6317	Energy Center	2
Architectural Aide Prototype & Design Assistant	Green Bay	Howard Herrild	920-498-6317	Engineering Technology Center or ET101	2
Tech Hall Assistant	Green Bay & Marinette	Jill Thiede	920-498-5663	Engineering Technology Center or ET101	1 – Green Bay 1 - Marinette
Machine Tool Assistant	Green Bay & Marinette	Joe Draves	920-498-5664	AP218	1 – Green Bay 1 - Marinette
Welding Assistant	Green Bay & Marinette & Sturgeon Bay	Joe Draves	920-498-5664		1 – Green Bay 0 – Marinette 1 – Sturgeon Bay

Systems Admin Assistant

Assist personnel with day to day administration and maintenance of servers, VMware, SAN's, server software, hardware and software troubleshooting, and other duties as assigned. Must be enrolled in any IT program.

Department	Campus	Supervisor	Phone #	Room #	Positions
Infrastructure Services Support	Green Bay	Karl Reischl	920-498-6933	CO301M	1

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 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 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.

Department	Campus	Supervisor	Phone #	Room #	Positions
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Trades and Engineering Technologies	Green Bay, Transportation Center	Gene Francisco	920-498-5739	Parts Dept	1
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Videographer/Photographer

Work with Marketing department to organize, upload, and add meta data to photos and videos to build our asset library for use on various projects (social media, videos, brochures, internal signage). Student will have an opportunity to take pictures and video footage during events and activities. 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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Marketing and Recruitment	Green Bay	Roxanne Beth	920-498-5725	DO209	1

Web Marketing Internship

Work closely with the Webmaster to make changes to NWTC website content, links, images and help to maintain fresh content overall. Provide research related to SEO keywords and meta data optimization. Use web tools for analytics reporting and accessibility updates.

Website/Digital experience preferred. Must be enrolled in Web Design, Web Programmer, Web Development or related program.

Department	Campus	Supervisor	Phone #	Room #	Positions
Marketing	Green Bay	Erica Plaza	920-498-6969	DO209	1

Welding - 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.

Department	Campus	Supervisor	Phone #	Room #	Positions
Corporate Training and Economic Development	Marinette	Gina Van De Hey	920-498-6361	MTC113	1

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.

Department	Location	Supervisor	Phone #	Room #	Positions
Boys & Girls Club of Greater Green Bay – After School Programs	1400 Lombardi Ave, Ste. 60	Emily Klemme	920-494-7090 ext. 1048		4

Assistant Coach

Assists with middle and high school college readiness programming and provides administrative support to Coaches and Coordinators. The NEW Scholars program provides support to Green Bay middle and high school students with college readiness support, school success, and leadership skills. **TO APPLY:** Email the following items to Carmen Lax at clax@scholarshipsinc.org. (1) A brief paragraph indicating why you are interested in the position, (2) any past related experience, and (3) a copy of your class schedule/availability. Any questions are welcome and encouraged.

Department	Location	Supervisor	Phone #	Room #	Positions
Scholarships, Inc.	NEW Scholars Program	Carmen Lax	920-857-9088	Suite 102	2

Business and Marketing Work-Study

The Unity Resale Shoppe Business & Marketing Work Study will assist in providing oversight and direction for the business operations of the Shoppe. The individual will assist in management & coordination of volunteers, processing sales online, and the marketing and promotional strategies of Unity Resale Shoppe.

Department	Location	Supervisor	Phone #	Room #	Positions
Unity Hospice Retail Shoppe	1641 Commanche Ave Green Bay, WI 54313	Alicia Schramm	920-339-5501		1

On the Mark Dyslexia Tutor Assistant – Monday thru Thursday

Serve as program support for our dyslexia clinic serving K-12 students in Northeastern Wisconsin. Responsibilities may include serving as a receptionist to greet students and parents, provide administrative support to include, but not limited to customer service, data entry, document creation, and special projects. Responsibilities will also include light cleaning of student/tutor work area. Must be comfortable interacting with children and parents. Hours are 1 – 7 Monday thru Thursday with the ideal candidates working two of the four days with flexibility to work the other days as needed. This opportunity is ideal for students in the following programs: Early Childhood, Instructional Assistant, Office Professional, and Administrative Professional.

Department	Location	Supervisor	Phone #	Room #	Positions
On the Mark Dyslexia Clinic	716 South Madison Street; Green Bay, WI 54301 (Union Congregational United Church of Christ)	Lisa Maas	920-498-6829	DO314	2-4

Tutor – Upward Bound Program

The UB Workstudy Tutor provides academic support to the students in the UB East program. Their primary function is to provide content area specific academic tutoring to UB East participants. Essential duties include: Plan virtual tutoring sessions for UB students in specific academic areas; focusing on reading and math; Develop a shareable calendar where students can schedule tutoring time based on availability; Assist with planning and implementation of online workshops; Prepare and analyze surveys; Support UB Advisor and Instructor; other duties as assigned.

Department	Location	Supervisor	Phone #	Room #	Positions
Forward Service Corporation	Shawano, WI	Lynn Warning	715-478-5480		1

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**