



Work-Study Job Postings

Looking for work-study opportunities at the Damon City Campus? These offices may need your help. Students who are eligible for Federal Work-Study can report to the Registration and Financial Services Office at DCC on the 5th floor to obtain more information.

Department	Duties & Qualifications/Skills	Supervisor
Academic Services- The Integrated Learning Center	General office work, Computer Knowledge, Customer Service - will train	Rochelle Watson 4 th Floor-Room 4-258 Phone: 262-1566
Student Services Center 5 th Floor-Student Services	General office work will-train	Pat Wolff 5 th Floor-Room 5-252 Phone: 262-1749
Career and Transfer Center	Customer service, computer skills, willingness to learn and be reliable- will train	Ivan Matthew 5 th Floor-Room 5-252 Phone: 262-1753
Registration and Financial Services	General computer work, customer service, the ability to type, and perform office work- will train	Edie Horwath Phone: 262-1444
Financial Services Lab	Completed Eng 101 & Mth 098 or 130 or 150 courses.	Edie Horwath Phone: 262-1444
Accuplacer Lab	Some computer experience, quick learner-will train	Edie Horwath Phone: 262-1444
Front Desk	Completed Eng 101, Mth 098 courses, must be Computer literate, Quick learner, and be reliable	Margarita Ortiz 5 th Floor-Room 5-252 Phone: 262-1753
Campus Center Photo ID Office	Customer Service, computer processing skills	Greg Wilson 4 th Floor-Room 4-020 Phone: 262-1724
Fitness Center	Customer Service, Maintenance	Greg Wilson 4 th Floor-Room 4-020 Phone: 262-1724

Operations	Light labor, Maintenance, and Program setup and breakdown	Greg Wilson 4 th Floor-Room 4-020 Phone: 262-1724
Instructional Tech./Learning Resources	Microsoft office experience preferred-will train	Delovis Olaode 4 th Floor-Room 4-071 Phone: 262-1781
Bookstore Cashier	Observant, polite and patient with customers, self-motivated and creative -will train	Chen Blaakman 4 th Floor-Room 4-257 Phone: 262-1730
Conference & Event	Light labor - will train	Toni Custodio 5 th Floor-Room 5-066 Phone: 262-1611
TRS Mastery LAB	Student must have completed all TRS math classes, have some computer knowledge, schedule appointments, and general office work- will train	Sandy Chamberlain 4 th Floor-Room 4-2562 Phone: 262-1556
MCC Foundation	General office/clerical work - will train	Karen Shaw 5 th Floor-Room 5-032 Phone 262-1501
Work Force Development	Microsoft Office experience, filing, copying, answering telephones-will train	Debbie Isbell-Jones 5 th Floor-Room 5-010 Phone: 262-1431
Science and Technology Entry Program	General office work- will train	Donna Augustine 5 th Floor-Room 5-218 Phone: 262-1673