**Student Managers**

**Women's Basketball**
Student Manager: To assist with duties such as organization and care of equipment, assist with office duties, laundry and others as assigned. Supervisor: Wayne Johnson  
wayne.johnson@dakotacollege.edu  TH 122  701-228-5439

**Men's Basketball**
Student manager: take stats during games and set-up equipment & other duties as assigned.  
Supervisor: Karl Sorby  
k.sorby@dakotacollege.edu
TH 123.  701-228-5642

**Hockey**
Student manager: take stats during games and set-up equipment. Also need someone to video tape at games.  
Supervisor: Travis Rybchinski travis.rybchinski@dakotacollege.edu,  
TH 128.  701-228-5450

**Fast-Pitch Softball**
Student managers: set-up equipment, preparations for games, stats, video, etc.  
Supervisor: Mike Smith  
michael.smith.12@dakotacollege.edu  TH 2233   701-228-5434.

**Men's Baseball**
Student manager: set-up equipment, preparations for games, stats, video, etc.  
Supervisor: Mark LaCroix mark.lacroix@dakotacollege.edu  
TH 202 701-228-5494

**Volleyball**
Student managers: stats, event preparation, laundry and equipment care, pregame set up.  
Supervisor: Mike Smith michael.smith.12@dakotacollege.edu  
TH 2233 701-228-5434.

**Women's Hockey**
Student manager: stats, preparations for games, laundry and video tape at games.  
Supervisor: Reed Loucks  
reed.loucks@dakotacollege.edu
Gross 109  701-228-5626

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**Jacks Dining Assistant**
Duties for all. Help create and inspire in the kitchen. Assist with meals, serving dishes, refilling, sweeping, light cleaning, etc. Many shifts to choose from.  
Supervisor: James Falk james.falk@sodexo.com  
MH Cafeteria. 701-228-5485

**Wanigan Bookstore Retail Personnel**
Operate POS register, pricing, maintaining store (including cleaning), arranging displays and re-stocking, serving concessions for volleyball and basketball games.  
Supervisor Christina Ennen, christina.ennen@dakotacollege.edu,  
TH Bookstore. 701-228-5458

**Library Aid**
Assist staff with daily routine library operations and do so with minimal supervision. Must be able to work effectively with the public. Duties may include mail processing, general office work, basic patron assistance, basic operation of library in absence of regular staff, assisting with material searches and reference request. Must be willing to work some evening and/or Sunday hours unsupervised after a training period.  
Supervisor: Terri Hauge terri.hauge@dakotacollege.edu,  
TH Library 701-228-5425

**Student Center Monitor**
Check out pool/billiards and ping pong equipment out to students. Report any damage/breakage.  
Supervisor: Reed Loucks reed.loucks@dakotacollege.edu  
Gross 109 701-228-5626

**Student Life Student Assistant**
Assist with planning, set up and cleaning up after Student Life programs on campus.  
Supervisor: Reed Loucks reed.loucks@dakotacollege.edu  
Gross 109 701-228-5626

**Assistant in Admissions**
Answering the phone, filing, miscellaneous copying, assist with recruiting, assist graduation planning, and other office work.  
Supervisor: Beth MacDonald beth.macdonald@dakotacollege.edu  
TH 114 701-228-5426
Adventure...
Help a child to learn to read or learn new math strategies.
Become a Tutor!

Reading and math are keys to success in education and in life. Unfortunately, many children fall behind in school because they do not learn to read early and well. With additional support, children who fail to build basic reading and math skills at an early age can improve their chances for success in school. Tutors, working with teachers and family members, can give the boost they need. America Reads and America Counts are a challenge from the President to all Americans to help children read and do math by the third grade. Citizens from all walks of life have responded to the call--teachers, parents, librarians, business people, seniors, students, the community, and religious leaders.

Tutors
America Counts/America Reads Tutor
To encourage colleges and universities to support mathematics and reading tutoring, the federal government will pay one hundred percent of the wages of work-study students who serve as mathematics and reading tutors to elementary through ninth grade students. The work-study waiver enables college students who have an affinity for mathematics and reading to gain valuable work experience while taking an active role in helping students prepare for rigorous college preparatory courses in high school.

Supervisor: April Abrahamson
April.abrahamson@dakotacollege.edu, TH 117. 701-228-5437

Athletic Department Assistant
Assist with athletic events and serve as office assistant.
Supervisor: Karl Sorby k.sorby@dakotacollege.edu
TH 123 701-228-5451

Men’s Baseball Field Maintenance Crew
This job includes several different operations with the baseball field. Help drag, line, edge and clean the dugouts. Fixing the mound, bullpen mounds, home plate before and after games/scrimmages. Help with seeding of the grass and change of the water around the field. This is a great opportunity to help learn how to properly take care of a baseball field. Supervisor: Mark LaCroix mark.lacroix@dakotacollege.edu
TH 202 701-228-5494

Weekend Weight Room/ Gym Attendant
Monitoring, and opening and closing of the weight room and gym on the weekends. Light janitorial tasks.
Supervisor: Karl Sorby k.sorby@dakotacollege.edu
TH 123 701-228-5451

Lab Assistant
Life Science: Lab set-up/preparation and maintenance of prep room.
Supervisor: Shubham Datta shubham.datta@dakotacollege.edu
NSC 113. 701-228-5457

Chemistry
Laboratory set-up/preparation, tutoring and maintenance of prep room.
Supervisor: Angie Bartholomay angela.bartholomay@dakotacollege.edu, NSC 113. 701-228-5471

Interactive Video Network (IVN) Studio Technicians
Will operate the IVN system in classrooms, monitor microphones and cameras during classes and meetings, and other duties required. No previous experience required. Some evening work available.
Supervisor: Michael O’Toole michael.otoole@dakotacollege.edu
TH 206. 701-228-5601

Residence Hall Internet Access Assistant
Computer Services: Install connection to Internet in dorm rooms and misc. computer work.
Supervisor: Brad Gangl brad.gangl@dakotacollege.edu
TH 206. 701-228-5418
**Maintenance Workers**

Maintenance: Perform minor building and grounds repair and maintenance tasks under direct supervision of Maintenance Supervisor.
Supervisor: Christopher Nero  
christopher.nero@dakotacollege.edu,
Arntzen Building. 701-228-5461

**Custodian**

Light evening janitorial tasks in buildings.
Supervisor: Charlene DuBois  charlene.dubois@dakotacollege.edu
Arntzen Building. 701-228-5476

**Residence Hall-Weekend Janitor**

Gross Hall: Light weekend janitorial tasks in residence halls.
Supervisor: Charlene DuBois  charlene.dubois@dakotacollege.edu
Arntzen Building. 701-228-5476

**Greenhouse Aid**

If you are a student that would like to get some warm sunshine working with plants in the greenhouse this winter, the horticulture department is the place for you! Duties include but not limited to: watering, general maintenance and cleaning, mixing soil, potting plants, cleaning up plant debris from the fall gardens, selling produce to Sodexo and in our Wash & Pack facility to the public. Supervisor: Apryl Mawby  
apryl.mawby@dakotacollege.edu  Greenhouse 701-228-5488

**Dean’s Office**

This highly visible office has variety! You might answer and transfer calls, file correspondence, greet and direct visitors, do photocopying, work on the computer, create signs or assist with mailings. Supervisor: Sandy Hageness  
sandy.hageness@dakotacollege.edu,
TH 110. 701-228-5480

**English Assistant**

Answer phone, correct tests/quizzes, record daily work, miscellaneous errands and copying.
Supervisors: Gary Albrightson  gary.albrightson@dakotacollege.edu
TH 2209. 228-5445

**Social Science Assistant**

Answer phone, correct tests/quizzes, record daily work, miscellaneous errands and copying.
Supervisor: Lexi Kvasnicka-Gates  lexi.kvasnicka@dakotacollege.edu,  TH 2208. 701-228-5475

**Math Assistant**

Correct papers, record grades and assist with day to day activities.
Supervisor: Scott Johnson  scott.johnson@dakotacollege.edu,
NSC 110. 701-228-5474

**Computer Service Assistant**

Help students get an Internet account login and password.
Supervisor: Brad Gangl  brad.gangl@dakotacollege.edu
TH 206. 701-228-5418

**Foundation Office Assistant**

Answer the phone, photocopy, searching the net, word processing, data processing, creating print shop projects, and other tasks and projects.
Supervisor: Leslie Stevens  leslie.stevens@dakotacollege.edu
TH 2232. 701-228-5435
**Student Services Assistant**
Electronic filing, shredding, assist with mailing, typing, data entry, and other various office tasks.
Supervisor: Heidi Hauf  heidi.hauf@dakotacollege.edu
TH 116. 701-228-5487

**Dakota College at Bottineau Office on Minot Campus**
Student workers will assist the staff in the DCB office on Minot campus. Office responsibilities include, but are not limited to: making campus runs, photocopying, filing, shredding, computer work, typing, answering the telephone, greeting visitors and students, communicating information to DCB staff and/or students, and other office duties, as needed. Student workers will also assist DCB instructors, as needed. Must be able to keep information confidential and work unsupervised. Must be cordial, friendly, dependable, and able to communicate effectively.
Supervisor: Penny Belgarde penny.belgarde@dakotacollege.edu
701-858-4339

**Student Tutors**
Tutor students in biology, chemistry, accounting, math, or other subjects. Check to see what types of tutors are needed. Average 3-4 hours per week.
Supervisor: Valerie Rivera, valerie.rivera@dakotacollege.edu
TH 1104. 701-228-5477

**Nursing Laboratory Assistant**
This individual is responsible for providing assistance and supervision of nursing students utilizing the clinical nursing laboratory for practicing a variety of nursing skills. This includes setting up and maintaining the nursing laboratory, equipment, and assisting with the implementation of simulated nursing experiences. Work hours will vary and will be scheduled with the Nursing Director to maintain optimal scheduling for student usage of the laboratory.
- Preparing for Lab Sessions: Assistants set up any laboratory equipment needed for skills and simulations
- Cleaning the Lab: Cleaning up any spills, washing the equipment down and putting supplies away
- Promoting Safety: Ensures that students do not practice any unsafe behaviors in the lab
Supervisor: Erin Williams, erin.beth.williams@dakotacollege.edu, TH. 213 701-228-5444

**Student Tutor-Nursing Courses:**
**Essential Functions:**
- Tutor students in nursing content as needed
- Facilitate students understanding of course objectives and clarification of key content
- Review/reinforce test-taking strategies in preparation for course exams and eventually licensing exam
- Assist students to develop study and time management skills to promote success on exams
- Communicate student’s progress to directors
- Maintain required documentation of tutoring sessions
- Demonstrate accountability in meeting position responsibilities and providing service excellence to students
- Demonstrate professional behaviors and effective communication skills
**Knowledge/Skills/Abilities:**
- Current AD Student
- Strong commitment to high quality instruction in a diverse, student-centered environment and the ability to work with students with various learning styles and backgrounds
- Strong interpersonal skills and ability to collaborate effectively in a team environment
- Ability to foster a collaborative atmosphere among students
Supervisor on Bottineau’s campus: Erin Williams, erin.beth.williams@dakotacollege.edu, TH. 213 701-228-5444

Supervisor on Minot’s campus: Nicole Burke, nicole.burke@dakotacollege.edu  Trinity St. Joseph Campus 701-857-2922