

Temporary Staffing

Administrative Aide I responsible for providing general administrative and office support

Administrative Aide II provides efficient and well organized administrative and office management support to department faculty, staff and students

Administrative Aide III provides high-level support, and management assistance. management of office administration in support of day to day activities

Executive Associate I provides high-level administrative, confidential, and technical support to executives

Accounts Payable Technician position manages, prioritizes and processes payments for vendor invoices, monthly bills, advance payments and employee reimbursements

Senior Accounts Payable Technician provides leadership to the accounts payable department to ensure that vendor invoices and requests for payments are paid accurately and timely

Campus Cashier position accepts tuition and other payments. assists customers with account information, negotiate payment arrangements, set-up payment plans

Accountant I financial accounting and reporting according to general accepted accounting principles & industrial guidelines

Accountant II higher level financial accounting and reporting according to general accepted accounting principles & industrial guidelines

Payroll Associate responsible for assisting the payroll manager to ensure all payroll functions are completed in a timely manner, data entry

Human Resources Associate create, update, and maintain all temporary, student and contractor employee records in the HRIS system

Human Resources Generalist/Specialist administrative and strategic responsibilities, helping to plan and administer important functions, such as staffing, training and development, and compensation and benefits

Financial Aid Assistant operates as principal point of contact, responding to inquiries regarding financial aid. Provide informational support to the other administrative areas of the college such as academics, student services, admissions and enrollment and other areas within the college

Financial Aid Specialist Analyze, review, and verify financial aid applications to determine a student's eligibility

Admission & Registration Assistant process admissions application and other requests pertaining to student's academic record

Enrollment Services Specialist responsibilities include student administration, co-ordination and research, directing, planning, and conducting other educational activities

Building Service Worker responsibilities include housekeeping services; snow removal; office moves; operation and preventive maintenance

Ground Maintenance Worker landscaping, recycle and trash collection, equipment and parking lot maintenance, maintain campus grounds

Mail Clerk provide mail room service to campus and mail processing services to the entire college community

Line	Positions
1.	Policy and Program Specialist (Conducts interviews & benchmarking, observes work processes, reviews existing documentation, and conducts research and analysis to develop or modify policies, procedures, guidelines and standard operating procedures within the Office of Business Services.)
2.	Facilities Project Analyst I (Provide effective & efficient administrative support for Central Facilities including the capital project planning team, design tasks for the Interim Director of Planning & Design and the Campus Planners.)
3.	Facilities Project Analyst II (This position is a critical part of the campus Facilities Team that supports the Director of Campus Facilities. It is responsible for providing a clean, safe, and comfortable learning environment for students and a workplace that fosters productivity and collaboration among faculty and staff.)
4.	Facilities Driver/Messenger (General responsibilities performed in this position entails the receiving, inspection and recording of shipments made to the college, and returning shipments that are incorrect; maintain an orderly filing system of the receiving records, and, enter complete receiving orders in the Banner system to be paid by the Accounts Payable Department.)
5.	Facilities Project Analyst I (Provide effective & efficient administrative support for Central Facilities including the capital project planning team, design tasks for the Interim Director of Planning & Design and the Campus Planners.)
6.	Facilities Project Analyst II (This position is a critical part of the campus Facilities Team that supports the Director of Campus Facilities. It is responsible for providing a clean, safe, and comfortable learning environment for students and a workplace that fosters productivity and collaboration among faculty and staff.)
7.	Facilities Driver/Messenger (General responsibilities performed in this position entails the receiving, inspection and recording of shipments made to the college, and returning shipments that are incorrect; maintain an orderly filing system of the receiving records, and, enter complete receiving orders in the Banner system to be paid by the Accounts Payable Department.)
8.	COVID Operations Support Assistance (Conducts interviews of employees/students with confirmed or probable COVID-19, with a focus on motivational interviewing and cultural competency. Assist with monitoring and audits of vaccination and testing status of students and employees where needed.)
9.	COVID Operations Data and Information Specialist (Under the direction of the Information System manager, the Data and Information Specialist contributes to the design, development, implementation, maintenance, and training of Student Information Systems (Banner SIS).)