

2026-27 Work Study Positions Hastings Campus

Equal Opportunity Institution



Work schedule is flexible unless included in the description.

Hastings Campus Positions

Student Ambassador – Admissions Office

Job Responsibilities: Student and group tours, assist with various office duties, and front desk coverage.

Skills Required: Communication skills, organizational skills, punctual, hardworking and respectful. Representing CCC college experience.

Lab Assistant – Automotive Technology

Job Responsibilities: Lab cleaning, organization, upkeep, light maintenance, and additional duties as needed.

Skills Required: Light lifting, following directions and Lab rules.
Work schedule includes afternoons.

Office Assistant – Criminal Justice

Job Responsibilities: Assist with daily office tasks, recruitment activities, cleaning, maintaining, and assisting with Crime Dorm.

Skills Required: Experience with Word and Excel, organized, ability to work on weekly deadlines, and communication skills.

Lab Assistant – Diesel Technology

Job Responsibilities: Lab set up, cleaning, equipment maintenance, and other duties as assigned.

Skills Required: Good work ethic, listening skills and ability to lift 50 pounds.

Office/Clerical Assistant – Hospitality Management & Culinary Arts

Job Responsibilities: Assist with clerical duties of the program.

Skills Required: Dependable, punctual, self-motivated, good communication skills, computer literacy and Microsoft Office knowledge (Excel and Word). Willing to help out where needed.

Lab Assistant – Hospitality Management & Culinary Arts

Job Responsibilities: Assist with cleaning dishes for Woodlands@Central and help maintain a clean kitchen.

Skills Required: Punctual, shows initiative, and is willing to help wherever needed.
Work schedule includes Tuesdays, Wednesdays, and Thursdays.

Print Shop Assistant – Print Shop

Job Responsibilities: Hands on Print Shop duties include collating, stapling, laminating, trimming, binding, filing, wrapping packages for shipping, toner care, and other duties as assigned.

Skills Required: Work with hands, great listener, reliable, attention to detail and motivated.

Office Assistant – Student Activities & Engagement

Job Responsibilities: Assist Student Activities Director with student-based activities, distributing event flyers, preparing and supervising intramurals and Resident Assistant events that collaborate with Student Activities.

Skills Required: Assist with event set up and tear down.

Office Assistant – Student Services/Student Success Center

Job Responsibilities: Office coverage Wednesday afternoons. Stock and inventory food pantry items.

Skills Required: Confidentiality, organized, computer skills, and good communication skills.
Work schedule includes Wednesday afternoons, but other times are flexible.

Range Assistant – Shotgun Sports

Job Responsibilities: Set up and tear down for practice sessions. Run practice sessions.

Skills Required: Ability to lift and carry boxes of clay targets (20-50+ pounds repeatedly). Standing and walking outdoors for extended periods. Ability to load clay machines quickly. Bending, kneeling and moving equipment.
Work schedule includes Mondays and Wednesdays during Shotgun Sports season.