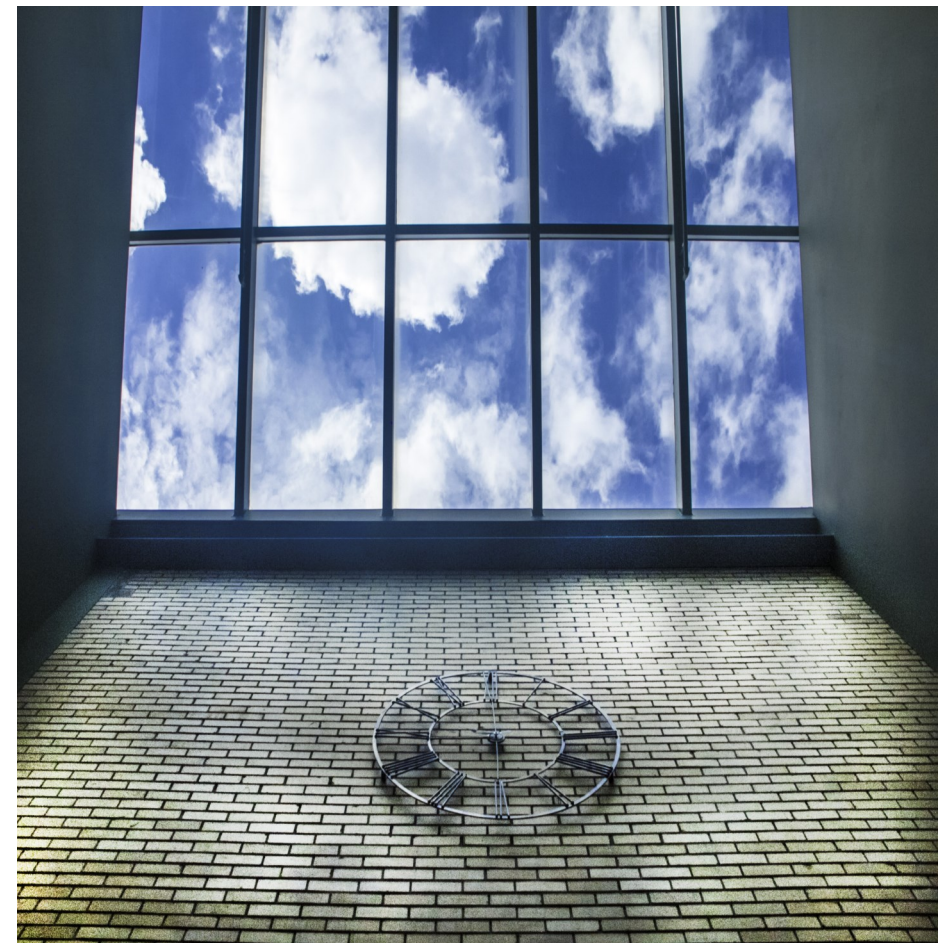
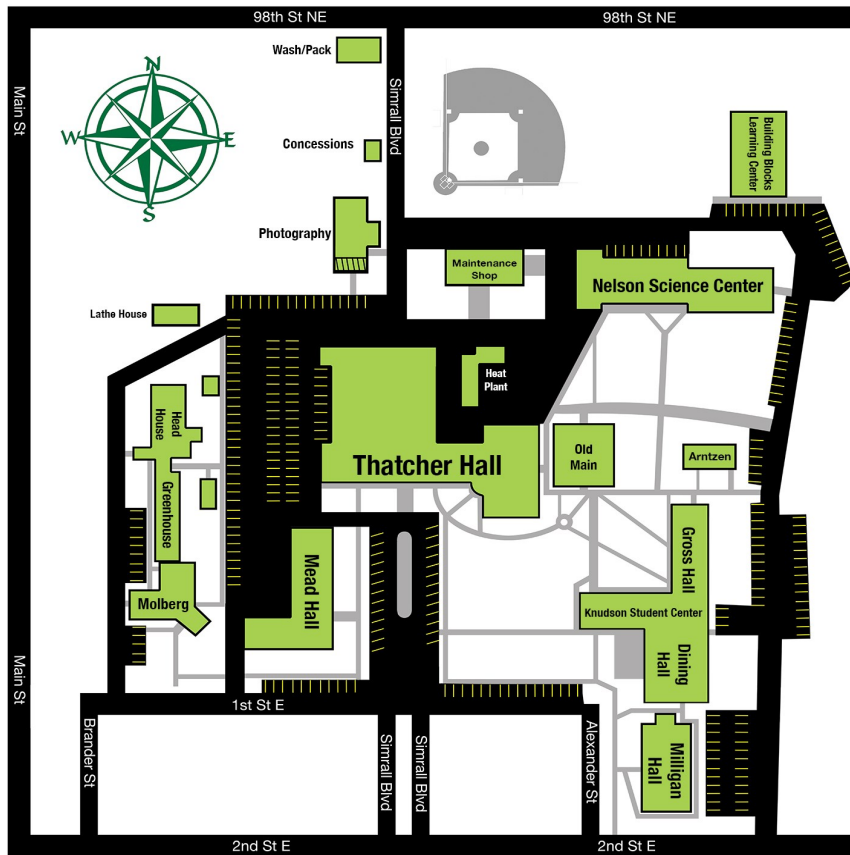


Financial Aid Office
 Dakota College at Bottineau
 105 Simrall Blvd.
 Bottineau, ND 58318

DAKOTA COLLEGE AT BOTTINEAU
 Campus Map

Dakota College at Bottineau
Federal
Work Study Options
2023-2024



Directory

Thatcher Hall

- Admissions
- Alumni Conference Center
- Athletic Affairs
- Athletic Trainer
- Bookstore
- Business Office
- Campus Counselor
- Distance Education
- Fitness Center
- Foundation
- Gymnasium
- Human Resources
- Information Technology
- Library
- Nursing Education
- Office of the Campus Dean
- Registrar
- Student Services
- ACE

Academic Buildings

- Molberg Center
- Nelson Science Center
- Photography
- Thatcher Hall

Arntzen

- Physical Plant Office

Molberg Center & Greenhouse

- ND Forest Service

Knudson Student Center

- Housing & Residence Life
- Student Health Services
- Dining Hall

Residence Halls

- Gross Hall
- Milligan Hall
- Mead Hall
- Campus Security

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:
Laura Halvorson laura.halvorson@dakotacollege.edu TH 1104 701-228-5680

Student Life Student Ambassador

Assist with planning, set up and cleaning up after Student Life programs on campus. Give tours to prospective students.

Supervisor: Bridget Gustafson
bridget.gustafson@dakotacollege.edu TH 120B 701-228-5657

Chemistry

Laboratory set-up/preparation, tutoring and maintenance of prep room.

Supervisor: Angie Bartholomay
angela.bartholomay@dakotacollege.edu, NSC 113. 701-228-5471

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. 701-288-5418

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: Larry Roberts larry.roberts@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: Jason Lindgren jason.lindgren@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: Valerie Rivera valerie.rivera@dakotacollege.edu
TH Library 1124 701-228-5477.

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

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

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 or Valerie Rivera valerie.rivera@dakotacollege.edu

TH Library 1124 701-228-5477.



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@dakotacolleg.edu,

TH 117. 701-228-5437

Maintenance Workers

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

Custodian

Light evening janitorial tasks in buildings.
Supervisor: Denise Schroeter denise.schroeter@dakotacollege.edu
Arntzen Building 701-228-5441

Residence Hall-Weekend Janitor

Gross Hall: Light weekend janitorial tasks in residence halls.
Supervisor: Denise Schroeter denise.schroeter@dakotacollege.edu
Arntzen Building 701-228-5441

Greenhouse Assistant

Get a little green in the middle of winter. Duties include but not limited to: watering, general maintenance and cleaning, Mixing soil, sweeping, cleaning up plant debris from the fall gardens, and potting plants.
Supervisor: Lynn Nero lynn.nero@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 111. 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

Events Assistant - Foundation/Logrollers

Help with events and fundraisers! Tasks will include organizing decorations, putting together print and social media projects, running errands and entering in donor data with some 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: Maggie Backen maggie.baken@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: Laura Halvorson laura.halvorson@dakotacollege.edu TH 1104 701-228-5680



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: Kelly Hackett
kelly.hackett@dakotacollege.edu Trinity St.Joe's Nursing 701-857-2922