

Work Study Positions: Ottumwa Campus

Last Updated: September 8, 2010

These work study jobs are for current IHCC students. Note: Some of these positions may be filled. Please contact the “Responsible to” individual on each listing for more information or to apply.

Art Studio Assistant

Campus: Ottumwa

Department: Arts & Sciences

Number of Positions: 1

Responsible to: Mark McWhorter

Telephone: (641) 683-5149

Hourly Wage: \$7.25

Hours Per Week: 6-8

Overview: Duties include working closely with the Art Department, various artists and their exhibits, doing jobs such as: prepare slides for Art History courses; clean studio; mix clay and ceramic glazes; hang art exhibits; miscellaneous duties as assigned.

Building Attendant - Hellyer Student Life Center

Campus: Ottumwa

Department: Hellyer Student Life Center

Number of Positions: NO POSITIONS AVAILABLE AT THIS TIME

Responsible to: Peggy Ploeger

Telephone: (641) 683-5128

Hourly Wage: \$7.25

Hours Per Week: Flexible

Overview: Must be able to lift 20-50 lbs, work independently or with groups, work with various chemical cleaners, work with public, be dependable. This position requires one to perform check-in/equipment duties in the Hellyer Student Life Center, including: check IDs of users; check out equipment; supervise equipment room and sauna/Jacuzzi; set up tables/chairs; light cleaning of building; help at special events.

Building Attendant Tom Arnold Net Center

Campus: Ottumwa

Department: Tom Arnold Net Center

Number of Positions: 2

Responsible to: Peggy Ploeger

Telephone: (641) 683-5128

Hourly Wage: \$7.25

Hours Per Week: 8-10

Overview: Must be able to work independently or with a group, work with the public and be dependable. This position requires one to perform check-in/equipment duties in the Tom Arnold Net Center, including: check IDs of users; check out equipment; supervise equipment room; light cleaning of building; set up for home volleyball games; and help at special events. Weekend jobs available, also.

Cafeteria Serviceperson**Campus:** Ottumwa**Department:** Culinary Arts**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Tom Shepard**Telephone:** (641) 683-5195**Hourly Wage:** \$7.25**Hours Per Week:** 8-10

Overview: Perform various food service related tasks associated with serving the evening dorm meal, such as: serve students/staff; operate/clean/maintain equipment; clean dining room/kitchen area; validate student meal cards; replenish serving line as necessary; and operate dish washer. Must be able to work well with public. DO NOT NEED previous restaurant experience. Expected to work every evening (Monday through Thursday) while school is in session.

Cafeteria Serviceperson - ATC**Campus:** Ottumwa**Department:** Culinary Arts**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Cathi Underwood**Telephone:** (641) 683-5179**Hourly Wage:** \$7.25**Hours Per Week:** 8-10

Overview: Perform various food service related tasks associated with serving the evening dorm meal, such as: serve students/staff; operate/clean/maintain equipment; clean dining room/kitchen area; validate student meal cards; replenish serving line as necessary; and operate dish washer. Must be able to work well with public. DO NOT NEED previous restaurant experience. Expected to work every evening (Monday through Thursday) while school is in session.

Child Development Support Staff**Campus:** Ottumwa and Ottumwa Regional Health Center site**Department:** Child Development**Number of Positions:** 2**Responsible to:** Casey Paulus**Telephone:** (641) 684-2915**Hourly Wage:** \$7.25**Hours Per Week:** 8

Overview: This position requires a person who is reliable and able to work independently to perform various tasks at the Child Development Center, such as: prepare/clean up snacks and lunch; make learning materials; and routine cleaning and laundry.

Clerical Assistant - Foundation**Campus:** Ottumwa**Department:** IHCC Foundation/Development/Personnel Office**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Keveen Krieger**Telephone:** (641) 683-5156**Hourly Wage:** \$7.25**Hours Per Week:** 8-10

Overview: Routine clerical duties. Must be able to type and maintain confidentiality.

Clerical Assistant - ATC**Campus:** Ottumwa**Department:** Advanced Technology Center**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Maxine Whittington**Telephone:** (641) 683-5282**Hourly Wage:** \$7.25**Hours Per Week:** 8 or more**Overview:** Duties include: filing, making copies, general typing, sorting mail, building and disassembling folders for meetings; and occasional telephone answering. They must have strong computer and typing skills. Occasionally may run errands to other on-site buildings and offices.**Clerical Assistant - Admissions****Campus:** Ottumwa**Department:** Admissions Office**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Jane Hicks/Teresa McNitt**Telephone:** (641) 683-5167 or 683-5328**Hourly Wage:** \$7.25**Hours Per Week:** Flexible**Overview:** Duties include: filing, typing, running errands and other duties as assigned.**Clerical Assistant – Business Office****Campus:** Ottumwa**Department:** Business Office**Number of Positions:** no position available at this time**Responsible to:****Telephone:****Hourly Wage:** \$7.25**Hours Per Week:** 15**Overview:** Performing clerical and receptionist duties in the Business Office, such as: filing for accounts payable; making copies; shredding documents; and light typing.**Clerical Assistant – Financial Assistance****Campus:** Ottumwa**Department:** Financial Assistance**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Amy O'Brien**Telephone:** (641) 683-5305**Hourly Wage:** \$7.25**Hours Per Week:** Flexible**Overview:** Perform general clerical duties such as: general computer work (word processing, spreadsheets, data entry, etc.); filing documents and student file folders; typing – very minimal, but occasionally; campus messenger/delivery service (document drop-off, miscellaneous information, materials, etc. to various campus offices occasionally).

Clerical Assistant – Marketing/Recruiting**Campus:** Ottumwa**Department:** Marketing & Recruiting**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:****Telephone:** (641) 683-5153**Hourly Wage:** \$7.25**Hours Per Week:** 10-15 or fewer

Overview: Perform clerical/receptionist duties, including: typing, filing, data entry, sending fax messages, mailing requested information, stuffing folders, word processing, and inventory maintenance. May be required to lift 50 lb. boxes. Should have good telephone and organizational skills and be dependable.

Clerical Assistant - Registrar**Campus:** Ottumwa**Department:** Registrar's Office**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Gail Lockridge/Lynette Van Donselor**Telephone:** (641) 683-5161/(641) 683-5114**Hourly Wage:** \$7.25**Hours Per Week:** 10-15

Overview: Perform clerical duties in the Registrar's office, such as filing, faxing, photocopying, and general office duties.

Clerical Assistant – Special Programs**Campus:** Ottumwa**Department:** Upward Bound/SUCCESS Center/Student Support Services**Number of Positions:** no positions available at this time**Responsible to:** Jodi Maddy**Telephone:** (641) 683-5246**Hourly Wage:** \$7.25**Hours Per Week:** 10-12

Overview: Perform clerical duties in the SUCCESS Center, including typing, filing, answering the phone, data entry, and other duties as assigned.

Clerical Assistant - Student Services**Campus:** Ottumwa**Department:** Student Services/Housing Office**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Donna Williams**Telephone:** (641) 683-5152**Hourly Wage:** \$7.25**Hours Per Week:** 8

Overview: Perform clerical duties in the Student Services/Housing office, including answering the telephone, greeting the public, filing, mailing information, and routine clerical duties. Must have good telephone techniques and interpersonal skills. Must have good organizational skills and be dependable. Must have typing and computer experience. Hours needed Monday through Thursday, 11:30 a.m. to 1:30 p.m.

Custodial Assistant – Building & Grounds**Campus:** Ottumwa**Department:** Building & Grounds**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Jim Post**Telephone:** (641) 683-5117**Hourly Wage:** \$7.25**Hours Per Week:** up to 15 (Night hours only)**Overview:** Duties include: sweeping, wet-mopping floors, wash windows, vacuum, wash table tops, and other duties as assigned.**Grounds Assistant – Building & Grounds****Campus:** Ottumwa**Department:** Building & Grounds**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Kenny Simmons**Telephone:** (641) 683-5194**Hourly Wage:** \$7.25**Hours Per Week:** up to 15**Overview:** This position consists of keeping grounds free of litter, removing damaged trees, trimming, mowing, and planting.**Lab Assistant - ATC****Campus:** Ottumwa/North**Department:** Advanced Technology Center**Number of Positions:** 15**Responsible to:** See list below**Telephone:** See list below**Hourly Wage:** \$7.25**Hours Per Week:** 12-15**Overview:** Duties will vary depending upon department.

Networking Lab – Makayla Maize-(641) 5285

Programming Lab – Kevin Throckmorton – (641) 683-5120

Auto Collision Lab – Steve Garrett – (641) 683-4267

Auto Tech Lab – Andy Summers (641) 683-5290

Robotics Lab – Jeff Henderson - (641) 683-5289

Diesel Lab – Allan Ready – (641) 683-5289

Machine Tech Lab – Marty Roberts – (641) 683-5191

Welding Lab – Levi Taylor/John Hopwood – (641) 683-4268

Library Assistant**Campus:** Ottumwa**Department:** Academic Services/Library**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Cheryl Talbert**Telephone:** (641) 683-5199**Hourly Wage:** \$7.25**Hours Per Week:** Afternoons and evenings**Overview:** This person must be able to type, have a public service attitude, and be reliable and responsible. He/she will assist in general operations of the public service area of the library, including:

assisting patrons, audio-visual needs, cleaning, photocopying, shelving, typing, and other duties as assigned.

Maintenance Assistant - Aviation

Campus: North

Department: Aviation

Number of Positions: NO POSITIONS AVAILABLE AT THIS TIME

Responsible to: Dan Brauhn

Telephone: (641) 683-4255

Hourly Wage: \$7.25

Hours Per Week: 6

Overview: This person will perform general maintenance and repair work for the Aviation Department, including general maintenance/repair of aviation-related equipment and general cleaning, lifting, painting, etc.

Office Assistant – Customized Learning

Campus: Ottumwa

Department: Customized Learning

Number of Positions: NO POSITIONS AVAILABLE AT THIS TIME

Responsible to: Amy Hammack

Telephone: (641) 683-5170

Hourly Wage: \$7.25

Hours Per Week: 6-8

Overview: Perform basic receptionist and office duties. This student must have good interpersonal skills in both face-to-face contacts and telephone techniques.

Science Laboratory Assistant

Campus: Ottumwa

Department: Arts & Sciences

Number of Positions: NO POSITIONS AVAILABLE AT THIS TIME

Responsible to: Lynn Alexander-North

Telephone: (641) 683-5225

Hourly Wage: \$7.25

Hours Per Week: Flexible

Overview: This position requires sterile technique and careful attention to detail, especially in measuring, to perform laboratory duties including: initiating bacteria cultures, preparing microbiological media, and laboratory preparation and clean-up.

Service Assistant - Bookstore

Campus: Ottumwa

Department: Bookstore

Number of Positions: NO POSITIONS AVAILABLE AT THIS TIME

Responsible to: Jon Schrage

Telephone: (641) 683-5168

Hourly Wage: \$7.25

Hours Per Week:

Overview: Perform receiving and stocking duties, including moving 50 lb. boxes in the bookstore. Other duties may include: operate computer register/terminals; answer telephone; open boxes, check in shipments; keep areas neat; put books on shelves; prepare books for return; restock shelves/racks as needed; and other duties as assigned.

Stage/Lighting Assistant**Campus:** Ottumwa**Department:** Arts & Sciences**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Jennifer Boyenga**Telephone:** (641) 683-5266 or 683-5101**Hourly Wage:** \$7.25**Hours Per Week:** 6

Overview: Operate and maintain stage lights and perform other stagecraft-related jobs, such as: vacuum stage and clean dimmer filter unit; change lamps and focus stage lights; operate stage lights for school/community functions as assigned; construct sets; maintain “backstage” area.

American Red Cross**Campus:** Ottumwa**Department:** American Red Cross**Number of Positions:** NO POSITIONS AVAILABLE AT THIS TIME**Responsible to:** Nancy Place**Telephone:** (641) 682-4571**Hourly Wage:** \$7.25**Hours Per Week:** 8-15

Overview: Provide support services to the Executive Director, including: service as receptionist; answering phones; operating fax, copier, phone system, and adding machine; assisting in fund raising and special projects. Basic office and computer skills desired.