

## **Indian Hills Community College Federal Work Study Off Campus Positions**

*Federal Work Study Awards will appear on your Financial Aid Award Letter for eligible students who answered “yes” to interest in work study on their 17-18 FAFSA application. Work Study applications will be mailed out early August, and subsequent applications will be mailed out weekly. If you do not receive or misplace your application, or work study was not awarded on your Financial Aid Award Letter and you would like to see if you qualify for work study, please visit the Financial Aid Office located in the Administration Building. Students who are eligible for work-study must:*

1. Complete a FAFSA for 2017-2018. You can check your FAFSA or start a new one at: <http://www.fafsa.ed.gov/>.
2. Enroll in at least four credits for 17-18 each term you plan to be employed.

### **Work Study is not offered during summer term.**

**These work study jobs are for current IHCC students.**

**Note: Some of these positions may be filled.**

**Please contact the “Supervisor” on each listing for more information or to apply.**

**ALL WORK STUDY POSITIONS PAY MINIMUM WAGE (\$7.25/HOUR).**

Federal Work Study resumes August 28, 2017. You will need to complete a 2017-18 FAFSA application and have an award letter to determine if you are eligible to work for the fall term, beginning August 28, 2017. If you need help completing the 2017-18 FAFSA application please call the EOC at (641)683-5315 to make an appointment and they can walk you through any information you may need to bring.

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**Indian Hills Community College**  
**Federal Work Study Off Campus Positions**

*Department:* Faculty Office Building

**Clerical Assistant**

*Job Duties:* Typing notes and handouts for students, making photocopies, general cleaning, and other duties as assigned. This position requires a student that has a strong sense of confidentiality and reliability.

*Qualifications/Special Skills:* Reliable, good typing and computer skills. Good communication skills.

*Days Needed:* Monday-Thursday

*Hours Needed:* 7:15 am-4:45 pm; Maximum of 20 hours per week

*Supervisor:* Marcia Seddon

*Phone:* (641) 856-2143 ext. 2239

*Department:* Maintenance/Building & Grounds

**Custodial Assistant/Gardener**

*Job Duties:* Duties include mowing, sweeping, washing windows, picking up garbage, gardening, landscaping, removing snow, wet-mopping floors, vacuuming, weed trimming, mulching, and other duties as assigned.

*Qualifications/Special Skills:* Ability to perform some outdoor labor and various building and grounds maintenance.

*Days Needed:* Monday-Thursday

*Hours Needed:* 7:15 am-4:45 pm; Maximum of 20 hours per week

*Supervisors:* Ty Ware/ David Vandemark

*Phone:* (641) 856-2143 ext. 2208

*Department:* Upward Bound

**HS tutors (Centerville)**

*Job Duties:* Provide homework help to Centerville high school students in the areas of English, Math, Science and Social Studies.

*Qualifications/Special Skills:* Need to be proficient in one of the following areas: English, Math or Science.

*Days Needed:* Monday - Thursday

*Hours Needed:* 2:30 – 4:30pm

*Supervisor:* Nancy Nelson

*Phone:* (641) 683-5315

*Department:* Snack Bar

**Food Service Assistant**

*Job Duties:* Duties include performing various food service-related tasks in the Snack Bar, including: serve students/staff; operate, clean and maintain equipment; cleaning dining room and kitchen area; replenish serving line as necessary; and wash dishes. Must be able to work well with the public. Previous restaurant experience helpful, but not required.

*Qualifications/Special Skills:* Good customer service skills, reliable.

*Days Needed:* Monday-Thursday

*Hours Needed:* 7:15 am-4:45 pm; Maximum of 20 hours per week

**Indian Hills Community College**  
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Supervisor: Melissa Collins  
Phone: (641) 856-2143 ext. 2250

Department: Agriculture  
**Land-Based Business Assistant**

Job Duties: This position requires a lot of general outdoor labor. Duties include cleaning, organizing, planting trees and seed crops, and tree plot maintenance/upkeep. Experience with general farming operations and driving a tractor preferred but not required.

Qualifications/Special Skills: General farming operations preferred. Ability to perform general outdoor labor.

Days Needed: Monday-Thursday

Hours Needed: 7:15 am-4:45 pm; Maximum of 20 hours per week

Supervisor: Brydon Kaster  
Phone: (641) 856-2143 ext. 2216

Department: Library  
**Library/Bookstore and ICN Assistant**

Job Duties: 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, ICN and bookstore. Duties include: assisting patrons, audiovisual needs, cleaning, copying, shelving, typing, answering telephone, keeping areas neat, preparing books for returns, operating computer register/terminals, restocking shelves/racks as needed, opening boxes, checking in shipments, pricing books, monitoring ICN activities and other duties as assigned.

Qualifications/Special Skills: Good communication skills, ability to multi-task, reliable, ability to work independently.

Days Needed: Afternoon and evenings, Monday-Thursday

Hours Needed: 7:15 am-4:45 pm; Maximum of 20 hours per week

Supervisor: Deb Worley  
Phone: (641) 856-2143 ext. 2237

Department: Student Services  
**Receptionist/Secretary Assistant – Administration Building (Evening)**

Job Duties: Back-up switchboard and receptionist until 4:45 p.m., mass mailings, copying, data entry/typing, scanning, general cleaning, and other duties as assigned. Hours vary, but sometimes need coverage in the afternoon as well.

Qualifications/Special Skills: Good communication skills, general office skills, reliable, work independently.

Days Needed: Monday-Thursday

Hours Needed: 7:15 am-4:45 pm; Maximum of 20 hours per week

Supervisor: Angela Ocker  
Phone: (641) 856-2143 ext. 2200

Department: Student Services

**Indian Hills Community College**  
**Federal Work Study Off Campus Positions**

**Receptionist/Secretary Assistant – Administration Building (Daytime)**

Job Duties: Back-up switchboard and receptionist, mass mailings, copying, data entry/typing, scanning, general cleaning, and other duties as assigned. Hours vary, but often need coverage over the lunch hours.

Qualifications/Special Skills: Good communication skills, general office skills, reliable, work independently.

Days Needed: Monday-Thursday

Hours Needed: 7:15 am-4:45 pm; Maximum of 20 hours per week

Supervisor: Angela Ocker

Phone: (641) 856-2143 ext. 2200

*Department:* Science

**Science Laboratory Assistant**

Job Duties: Science laboratory classroom experience preferred, but not required. The primary duties will include washing glassware, setting up and tearing down labs, caring for plants, cleaning the aquarium and miscellaneous errands as assigned.

Qualifications/Special Skills: Preferred science lab experience. Reliable, ability to work independently.

Days Needed: Monday-Thursday

Hours Needed: 7:15 am-4:45 pm; Maximum of 20 hours per week

Supervisor: Chad Gatlin

Phone: (641) 856-2143 ext. 2234

*Department:* Student Services

**Success Center Clerical Assistant**

Job Duties: Duties include making copies, filing, creating new student folders, typing reports in Word and Excel, organizing bulletin boards, and general cleaning. This position will require someone that's comfortable helping other students on the computer and directing them to the correct person or classroom.

Qualifications/Special Skills: Good computer and office skills. Good communication skills, reliable.

Days Needed: Monday-Thursday

Hours Needed: 7:15 am-4:45 pm; Maximum of 20 hours per week

Supervisor: Stacy Conley/Tommy Davis

Phone: (641) 856-2143 ext. 2214

*Department:* Athletics

**Team Manager – Baseball**

Job Duties: This position requires someone that has working knowledge of all Microsoft Office programs (Word, Excel, PowerPoint), Apple iPad applications (iScore and Ubersense), and video applications (YouTube, Sony Bloggie Software, Online Video Editing). This student must have the ability to work within the team guidelines, work as a professional within the various offices of the college, and be comfortable reporting any instances that happen on or off the field that would compromise the goals set forth by the coaches and players. Other duties include assisting with team laundry, assisting

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with team equipment, oversee weight room/conditioning workouts, assisting with field maintenance, preparing coolers of water and arm ice for practice, maintaining the team trainer bag, assisting with fundraiser events, assisting with set up of traveling arrangements and team meals while traveling, and performing other duties as assigned.

Qualifications/Special Skills: Strong computer skills, good communication skills, reliable. Ability to multi-task. Strong team player.

Days Needed: Monday-Thursday

Hours Needed: 7:15 am-4:45 pm; Maximum of 20 hours per week

Supervisor: Cam Walker

Phone: (641) 856-2143 ext. 2212

## **Continuous Non-Discrimination Statement**

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, 683-5108; Chris Bowser, Executive Dean, Student Services, (students), 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), 683-5174; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.

## **Annual Non-Discrimination Statement**

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Indian Hills Community College offers career and technical programs in the following areas of study:

- Accounting Assistant
- Associate Degree Nursing\*
- Geospatial Technology
- Grounds Equipment Technician

## **Indian Hills Community College Federal Work Study Off Campus Positions**

- Automotive Technology
- Automotive Collision Technology
- Aviation Maintenance Technology
- Aviation Pilot Training\*
- Avionics Electronic Technician
- Bioprocessing Technology
- Business Specialist
- Business Specialist - Accounting
- Business Specialist - Office Management
- Child Care Technician\*
- Clinical Laboratory Assistant\*
- Commercial Driver Training\*
- Computer Accounting
- Computer Networks & Security
- Computer Software Development
- Construction Management
- Construction Technology
- Criminal Justice\*
- Culinary Arts
- Dental Assisting\*
- Dental Hygiene\*
- Diesel Technology
- Early Childhood Associate\*
- Electronic Engineering Technology
- Electrical & Renewable Energy Technology
- Emergency Medical Technician\*
- Health Information Technology\*
- Healthcare Documentation Specialist\*
- Health Unit Coordinator\*
- Hotel & Restaurant Management
- HVAC & Refrigeration
- Industrial Maintenance
- Interactive Media Technology
- Landscape & Turfgrass Technology
- Laser & Optics Technology
- Machine Technology
- Medical/Insurance Coding\*
- Medical Laboratory Technology\*
- Nutrition & Dietary Management\*
- Occupational Therapy Assistant\*
- Paramedic\*
- Paramedic Core\*
- Pharmacy Technology\*
- Phlebotomy Technician\*
- Physical Therapist Assistant\*
- Practical Nursing\*
- Radiologic Technology\*
- Robotics/Automation Technology
- Surgical Technology\*
- Sustainable Agriculture & Entrepreneurship
- Therapeutic Massage\*
- Welding Technology

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\*Indicate screened programs. For admissions criteria, please visit <http://www.indianhills.edu/academics/nondiscriminationadmissioncriteria.php>