

Indian Hills Community College Federal Work-Study Community Service Positions

Federal Work-Study resumes August 28, 2023. **You will need to complete a 2023-2024 FAFSA application and have a Financial Aid Offer Letter to determine if you are eligible.** Federal Work-Study awards will appear on your Financial Aid Offer Letter for eligible students. **Work-study applications will be mailed out early August, and subsequent applications will be mailed out weekly as students are awarded.** If you do not receive or misplace your application, or work-study was not offered on your Financial Aid Offer Letter and you would like to see if you qualify for work-study, please visit the OneStop in the Bennett Student Services Building. If you need help completing the 2023-2024 FAFSA application, please call the EOC at (641)683-5315 to make an appointment. Work-study is not offered summer term.

To apply for a position, you must:

1. Complete the FAFSA for 2023-2024 at <https://studentaid.gov/>
2. Receive your Financial Aid Offer Letter and Federal Work-Study application. This application was included in your Financial Aid Offer Letter mailing if you were awarded after August 1st. If Federal Work-Study was not offered on your Financial Aid Offer Letter and you would like to see if you qualify for work-study, please visit the OneStop in the Bennett Student Services Building.
3. *Review the job postings below. Contact the supervisor listed set up your interview, then follow the steps outlined on your Federal Work-Study application to complete the hiring process.*

Please be advised some of these positions may already be filled. Federal Work-Study is unavailable during the summer term.

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Organization: Blakesburg Public Library

Blakesburg Public Library Assistant

General Duties: Work with library team, assisting in operation of the Blakesburg Public Library, providing homework assistance, and reading with/to children during library story times and after school.

Education: Must be high school graduate or equivalent. Must be enrolled at Indian Hills Community College and eligible for Work Study position.

Qualifications/Special Skills: Good organizational skills, good customer service skills, must be able to use variety of Office and Google Doc applications and proficient in using computers and other information technology.

Days Needed: Monday-Saturday

Hours Needed: 3:15 – 8:30 p.m. Monday through Friday; 8:00 – 2:00 p.m. Saturday. Maximum of 20 hours per week; schedule will be based on class schedule and availability.

Specific Job Duties:

- A. Assist patrons in using library services and resources.
- B. Check materials in and out for patrons.
- C. Shelve returned items.
- D. Process magazines for collection.
- E. Provide research and reference assistance.
- F. Assist elementary, junior high and high school students with homework (helping locate sources, or use Learning Express homework helper program).
- G. Read to/with students who need assistance during Saturday morning story time, and after school during homework help hours.
- H. Assist library staff in maintaining accurate library statistics.
- I. Provide computer/information technology assistance.
- J. General housekeeping duties (dusting, sweeping, etc.).
- K. Other duties as may be assigned.

Supervisor: Cheryl Talbert

Phone: 641-938-2834 or 641-777-0048

Blakesburg Public Library / City of Blakesburg is an Equal Employment Opportunity employer.

Organization: Davis County Elementary School

Davis County Elementary School Reading/Math Tutor

Job Duties: Reading/Math Tutor to elementary students.

Qualifications/Special Skills: Strong reading/math skills, good communication skills.

Days Needed: Monday-Thursday

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

Supervisor: Jennifer Donels

Phone: 641-664-2200

Organization: Fremont Elementary School

Fremont Elementary School Reading/Math Tutor

Job Duties: Reading/Math Tutor to elementary students.

Qualifications/Special Skills: Strong reading/math skills, good communication skills.

Days Needed: Monday-Thursday

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

Supervisor: Joellen Breon

Phone: 641-933-4211

ANNUAL NON-DISCRIMINATION STATEMENT

Non-Discrimination Policy: It is the policy of Indian Hills Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), 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 the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.)

Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. Indian Hills Community College offers career and technical programs in the following areas of study:

- Accounting Assistant
- Animal Science
- Associate Degree Nursing*
- Auto Technology
- Aviation Maintenance Technology
- Aviation Pilot Training*
- Avionics Electronic Technician
- Business Specialist
- Business Specialist - Accounting
- Business Specialist - Office Management
- Clinical Laboratory Assistant*
- Commercial Driver Training*
- Computer Accounting
- Computer Software Development
- Construction Technology
- Construction Trades
- Criminal Justice*
- Culinary Arts
- Cyber Security and Systems Administration

- Dental Assisting*
- Dental Hygiene*
- Diesel Technology
- Early Childhood Diploma*
- Electronic Engineering Technology
- Electrical & Renewable Energy Technology
- Emergency Medical Technician*
- Geospatial Technology
- Health Information Technology*
- Health Unit Coordinator*
- HVAC & Refrigeration
- Industrial Maintenance
- Interactive Media Technology
- Landscape & Turfgrass Technology
- Laser & Optics Technology
- Machine Technology
- Medical/Insurance Coding*
- Medical Laboratory Technology*
- Medical Scribe*
- Occupational Therapy Assistant*
- Paramedic*
- Paramedic Core*
- Phlebotomy Technician*
- Physical Therapist Assistant*
- Practical Nursing*
- Precision Farming
- Radiologic Technology*
- Robotics/Automation Technology
- Surgical Technology*
- Welding Technology

If you have questions or complaints related to compliance with this policy, please contact, Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Executive Dean, Centerville Campus & Learning Services, 683-5174, learningservicesequity@indianhills.edu (students with disabilities); Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal

Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number (312) 730-1560, fax (312) 730- 1576, ocr.chicago@ed.gov.

*Indicate screened programs. For admissions criteria, please visit:

www.indianhills.edu/academics/nondiscriminationadmissioncriteria.php