

**Indian Hills Community College  
Federal Work Study Community Service Positions**

Federal Work Study resumes August 27, 2018. **You will need to complete a 2018-2019 FAFSA application and have an award letter to determine if you are eligible to work for the fall term, beginning August 27, 2018.** Students who are eligible for Federal Work Study must enroll in at least four credits for 2018-2019 each term you plan to be employed. 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 2018-2019 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 OneStop in the Bennett Student Services Building. If you need help completing the 2018-2019 FAFSA application, please call the EOC at (641)683-5315 to make an appointment. Work study pays federal minimum wage of \$7.25 an hour and is not offered summer term.

***To apply for any of these positions you must:***

- 1. Complete the FAFSA for 2018-2019 at <http://www.fafsa.ed.gov/>*
- 2. Receive your Financial Aid Award Letter and Federal Work Study Application. This application is included in your Financial Aid Award Letter mailing if you were awarded after August 1<sup>st</sup>. If Federal 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 OneStop in the Bennett Student Services Building.*
- 3. Enroll in at least four credits for 2018-2019 each term you plan to be employed.*
- 4. 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 note: Some of these positions may be filled.*

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*Organization:* Agency Public Library

**Agency Public Library Assistant**

*Job Duties:* Various duties as assigned; including but not limited to assisting with scheduled reading activities, including literacy/tutoring for preschool to school age children, organization of materials, assisting library patrons.

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

*Days Needed:* Monday-Saturday

*Hours Needed:* 4:00 pm-8:00 pm M-F and 8:00 am-12:00 pm Saturday; Maximum of 20 hours per week

*Supervisor:* Kim Schwartz

*Phone:* (641) 937-6002

*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 grad 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

Organization: Southern Prairie Chapter of the American Red Cross

### **Southern Prairie Chapter of the American Red Cross**

Job Duties: Basic office and computer skills desired; service as receptionist; answering phones; operating fax, copier, phone system, and adding machine; assisting in fund raising and special projects.

Qualifications/Special Skills: Strong communication skills, basic computer and office skills, reliable, work independently.

Days Needed: Monday-Friday

Hours Needed: 8:00 am-5:00 pm; Maximum of 20 hours per week

Supervisor: Brandon Holstrom

Phone: (641) 682-4571

Organization: Southern Prairie Chapter of the American Red Cross

### **Southern Prairie Chapter of the American Red Cross Administrative Assistant**

Job Duties: Provide support services to the Executive Director in all areas of chapter operations including front office reception, telephone answering, and assistance in fund raising and special projects as well as other clerical duties. Assist Executive Director in fund raising and other special projects. Provide support clerical assistance in the areas of fund raising and special projects. Receptionist duties such as answering the telephone, greeting walk-ins, answering general information questions, and recording class registrations. Perform bookkeeping and other record keeping functions. Assist Executive Director in preparing Board of Directors material and information. Other clerical functions such as making copies, filing and scheduling coordination. Assist with accounts payable and deposits. Assist with other chapter duties as assigned by the Executive Director.

Qualifications/Special Skills: High School Diploma/GED Equivalent Required.

Coursework in Administrative Assistant, General Business, Clerical Assistance programs, or similar programs preferred. Basic computer and office skills desired.

Ability to answer telephone and greet the public in a professional and courteous manner. Ability to operate basic office equipment such as fax, copier, phone system, adding machine. Ability to follow instructions and pay attention to details.

Days Needed: Monday-Thursday

Hours Needed: Part-time 15-30 hours per week, 7:15 am-4:45 pm; Maximum of 20 hours per week

Supervisor: Executive Director

Phone: (641) 682-4571

## **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 Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, 683-5108, [hrequity@indianhills.edu](mailto:hrequity@indianhills.edu); Dean, Student Affairs (students), 683-5159, [studentsequity@indianhills.edu](mailto:studentsequity@indianhills.edu); Dean, Learning Services (students with disabilities), 683-5174, [learningservicesequity@indianhills.edu](mailto:learningservicesequity@indianhills.edu); 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\*
- Automotive Technology
- Automotive Collision Technology
- Geospatial Technology
- Grounds Equipment Technician
- Health Information Technology\*
- Healthcare Documentation Specialist\*

- 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 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
- Welding Technology

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\*Indicate screened programs. For admissions criteria, please visit [www.indianhills.edu/academics/nondiscriminationadmissioncriteria](http://www.indianhills.edu/academics/nondiscriminationadmissioncriteria)