

**Indian Hills Community College  
Ottumwa Campus Federal Work Study 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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## ASSISTANT POSITIONS-

*Department:* Arts & Sciences - 2 positions of 10 hours per week for each student

### **Art Studio Assistant**

**Job Duties:** Duties include working closely with the Art Department, various artists and their exhibits, doing jobs such as: clean studio; mix clay and ceramic glazes; hang art exhibits; other duties as assigned.

**Qualifications/Special Skills:** Reliable, good communication skills. Strong interest in the Arts.

**Days Needed:** Monday-Thursday

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

**Supervisor:** Mark McWhorter

**Phone:** (641) 683-5111, x1825

**Department:** Child Development

### **Child Development Support Staff**

**Job Duties:** This position requires a person who is reliable, trustworthy and able to work independently to perform various tasks at the Child Development Center, such as: interacting with the children; prepare/clean up snacks and lunch; make learning materials; and routine cleaning and laundry. Child Care experience preferred, but not mandatory.

**Qualifications/Special Skills:** Child care experience preferred. Must be reliable and work independently.

**Days Needed:** Monday-Friday

**Hours Needed:** 8:00 am-4:00 pm; Maximum of 20 hours per week

**Supervisor:** Barb Lisk

**Phone:** (641) 683-5192

**Department:** Child Development

### **Child Development Support Staff for Literacy and Math Activities**

**Job Duties:** This position requires a person who is reliable, trustworthy and able to work independently to perform various tasks at the Child Development Center, such as: interacting with the children; make learning materials; provide/assist with literacy and math activities for preschool age children.

Child Care experience preferred, but not mandatory.

**Qualifications/Special Skills:** Child care experience preferred. Must be reliable and work independently.

**Days Needed:** Monday-Friday

**Hours Needed:** 8:00 am-4:00 pm; Maximum of 20 hours per week

**Supervisor:** Barb Lisk

**Phone:** (641) 683-5192

**Department:** Regional Entrepreneurship Center

## Digital Marketing and Online Advertisement Specialist

Job Duties: The Digital Marketing and Online Advertisement Specialist will work closely with current and future businesses located at the Regional Entrepreneurship Center and in the Indian Hills Community College ten-county region to provide assistance with the following:

- Design print and digital graphics
- Develop and maintain company websites
- Create branding and corporate identities
- Take photos and record videos
- Edit photos and videos
- Manage social media profiles
- Develop marketing campaigns
- Design and develop targeted emails campaigns

### Qualifications/Special Skills:

- Strong written and verbal communication skills
- Proficient in Adobe's Creative Suite
- Experience with Windows and Apple Software
- HTML/CSS experience
- Experience with photography and video editing
- Proficient in Microsoft Office products
- Ability to work with a variety of businesses with varying needs

Days Needed: Monday - Thursday

Hours Needed: Maximum of 20 hours per week

Supervisor: A.J. Gevock

Phone: (641) 683-5188

Department: Student Services – Department of Justice Grant

### **DOJ Grant Activities Assistant (FILLED)**

Job Duties: Help to coordinate activities and events; engage students, faculty, and staff in grant-related activities; Assist in the creation of resource guides, social media posts, digital signs, etc.; other duties as assigned

Qualifications/Special Skills: Interest in gender equality and violence prevention, tech and social media savvy, outgoing and personable, good communication skills, reliable

Days Needed: Monday - Thursday

Hours Needed: 7:15 am – 4:45 pm; maximum 20 hours per week

Supervisor: Kelli Larson

Phone: (641) 683-5260

*Department:* Athletics

### **Game Day Coordination Assistant**

*Job Duties:* Responsibilities will include, but are not limited to: developing and coordinating marketing and promotional efforts for Indian Hills sports, implementing marketing strategies and game day promotional activities, assisting with and planning special events, and designing and creating advertisements for print and electronic media. Candidates should be team-oriented and must be willing to work weekends and nights. Excellent oral and written communications skills are essential and knowledge of sports and an interest in the sports marketing industry are a plus. These positions are limited to full-time students.

*Qualifications/Special Skills:* Communication skills, interest/knowledge of sports, computer skills, outgoing personality

*Days Needed:* home basketball games, other home sporting events, other pre-event hours (these are flexible)

*Hours Needed:* on game days 5:45-9. The additional hours are flexible.

*Supervisor:* Cyndi Mellin

*Phone:* 800-726-2585 ext. 1491

#### **ADDITIONAL DUTIES:**

- Assist in the development, coordination, and implementation of marketing and promotional efforts for sports events, which includes creating plans to increase attendance and enhance game day atmosphere
- Hold 4 - 10 office hours per week during the school year (depending on in-season sports) to work on marketing plans, design projects, assist full-time staff, and help with office tasks.
- Every intern must be available for all Warrior home basketball games to assist with set-up and in-game promotions. Arrival time for home basketball games is 1-2 hours prior to game time.
- Every intern must be available for all Warrior home basketball games to assist with set-up and in-game promotions. Arrival time for home basketball games is 1-2 hours prior to game time.

*Department:* Academic Services/Library

### **Library Assistant (FILLED)**

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

Qualifications/Special Skills: Good typing skills, dependable, good communication skills.

Days Needed: Monday-Thursday

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

Supervisor: Cheryl Talbert

Phone: (641) 683-5199

*Department:* Music

### Music Librarian

Job Duties: Music Librarian

Qualifications/Special Skills: Organizing, filing/alphabetizing, update and maintain music database, returning music to library after use-appropriate place, numerical order. Accuracy and reliability essential; Preference will be given to members of Concert Choir for this position. Helping with performance and theatre duties such as ushering and stage set-up and tear down also a possibility with this position.

Days Needed: Monday-Thursday

Hours Needed: 7:15 am-4:45 pm; 10 hours per week; Maximum of 20 hours per week

Supervisor: Janene Sheldon

Phone: (641) 683-5111, x1833

*Department:* Athletics

### Sound Director Technician

Job Duties: Duties include loading and organizing music on *Sound Director* software system, executing the game day script through *Sound Director* at home basketball games and occasional other sporting events, maintenance, setting up and take down of any equipment necessary to support, maintain, and execute the basketball game day experience script.

Qualifications/Special Skills: Computer skills, a working understanding of basketball, ability to coordinate with cheer coach, band director, and other faculty involved in the basketball game day experience, flexibility.

**MORE SPECIFICALLY:**

**PRE-GAME SETUP:**

- Set up *Sound Director* and any coordinating equipment
- Perform proper equipment check which may include checking monitors, amps, wireless mics, instrument lines, faders on mixing board, check for loose connections on mixer, test audio feeds for computer, check main speakers, lapel mics and all wireless receivers and battery checks for mics.
- Perform proper sound check
- Check with Cheer Coach, Band Director, Athletic Director for schedule and/or any schedule changes.

**DURING GAME:**

- Responsible for watching closely all aspects moving during game that require audio support.
- Responsible for following Cheer Coach directions/changes during game
- Closely follow game and execute smoothly audio support during pre-game, introductions, time-outs, half time, and post-game
- Troubleshoot any problems

**POST GAME RESPONSIBILITIES:**

- Return any media to individuals
- Meet with Cheer Coach to discuss any necessary changes
- Shut down and properly store *Sound Director* equipment

Days Needed: home basketball games and the occasional other sports event.

Hours Needed: on game days 5:45-9. The maintenance of *Sound Director* work hours are flexible.

Supervisor: Cyndi Mellin

Phone: (800726-2585 ext. 1491

*Department:* Admissions

**Student Ambassador (FILLED)**

The Ambassador Program combines two of the most effective and well-received recruitment tools at Indian Hills Community College. The program uses a staff of current students to recruit prospective students with phone calls and campus tours. Ambassadors will be one of the first contacts prospective students have with Indian Hills Community College, and hence serve as a front line force in representing the college and a pivotal member of our admissions team. Ambassadors will also be intimately involved with many on-campus events as well as volunteer efforts in the community.

**Duties**

Student Ambassador duties include engaging in frequent written and verbal communication with prospective students. In this effort, Student Ambassadors will make phone calls on weekday evenings (Monday through Thursday), and conduct scheduled tours each week. Further, Student Ambassadors will be expected to assist with campus events, participate in community service projects, and be involved with the setup and implementation of our Fall IACAC College Fair. Other duties will include performing occasional clerical duties, training future Student Ambassadors, asking and answering questions, referring questions to appropriate admissions staff or department's faculty and staff, responding to inquiries sent to the admissions [admissions@indianhills.edu](mailto:admissions@indianhills.edu) email account, and ensuring the accuracy of information being put forth on behalf of the college.



## **Training**

Training sessions will be held during the first days of employment and then ongoing as new topics are introduced and refreshers are needed to keep everyone delivering consistent information.

## **Qualifications**

Students who are selected as Ambassadors must possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of school spirit and pride. Candidates should be prepared to become experts about Indian Hills' campus, programs, and history. Ambassadors will need to be prepared to answer questions about the application process, housing, financial aid, student organizations, and campus events, and student life. The ability to ask and answer questions clearly and to make prospective students feel comfortable is also an essential part of the position. A Student Ambassador should be able to give accurate information, be a team player, confident, respectful, enthusiastic, responsible, dedicated, punctual, and able to communicate with others. Ambassadors will have flexible work hours and be paid \$7.25/hour.

## **Applications**

Applications should be submitted to [admissions@indianhills.edu](mailto:admissions@indianhills.edu). Candidates must be enrolled and be in good academic standing at Indian Hills with a GPA of 2.0 and above. Please contact Ranae Molkenhain, (641) 683-5306.

*Department:* Student Life/Residence Life

### **Desk Assistant**

The Desk Assistant (DA) position is a part-time student paraprofessional position within the Office of Residence Life and Housing, a unit of Student Affairs. The Director of Student Life, Hall Director, and Head RA supervise the Desk Assistants. The Desk Assistants are responsible for performing a variety of front desk and clerical functions and providing quality customer service.

This position will be utilized from August to May.

#### **Administrative Duties:**

Specific duties include (but are not limited to) the following:

Work an average of 8-16 hours per week during the fall/winter/spring terms

Possess a high degree of confidentiality working in this position

Typing, filing, and other clerical task as assigned

Collecting, sorting, and distributing residents' mail

Maintain the cleanliness and appearance of the desk and office area

Responding to inquiries at the desk, and answering and responding to telephone inquiries

Document students who are entering the building after 10:00pm

Notify Pro-Staff on call of suspicious activities or seen policy violation

**Job Duties:** The Residence Hall Desk Assistant positions requires an individual with great customer service skills, and one who pays great attention to detail to act as the first line of support after normal operation hours. The Desk Assistant will have an array of responsibilities ranging from answering student questions, maintaining a visitor log, mail collection and distribution, and clerical work.

**Minimum Qualifications:**

Specific duties include (but are not limited to) the following:

Must be able to attend training at the beginning of each term

Must be a student attending in and good standing with Indian Hills Community College

Not have any conduct cases

Good communication and customer service skills.

**Days Needed:** Monday - Sunday

**Hours Needed:** 4pm -8pm; 8pm – 12am

**Supervisor:** Jamarco Clark, and specific Hall Director

**Phone:** (641) 683-5240

***Department:*** International Affairs (Trustee Hall)

### **Student Office Assistant**

**Job Duties:** This position requires a person who has strong English skills, is dependable, organized, outgoing, and able to maintain confidentiality. Duties include: welcoming student/guests in the office, making copies, data entry, creating monthly newsletters for international students and Multicultural Club students, occasionally run errands on campus, creating informational flyers, giving an occasional campus tour to potential students or guests of the campus, communicating with potential and current international students, creation of other office materials, and other duties as assigned. Candidate may be eligible for additional hours as a Student Driver, pending approval.

**Qualifications/Special Skills:** Dependable, strong English skills, attention to details.

**Days Needed:** Monday-Thursday

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

**Supervisor:** Ashley Albertson

**Phone:** (641) 683-5755

***Department:*** Academic Success Center

### **Success Center Receptionist/Computer Assistant**

**Job Duties:** Job requires a friendly person with a good personality with the ability to greet and help people in many different ways in the Academic Success Center. Clerical duties including answering the telephone, front desk attendant for Acculite sign-in

system in Academic Success Center, attendant in computer lab to assist students with general questions regarding the computers, mailings, filing, and other duties as assigned. Knowledge of IHCC MyHills and Microsoft Office applications is helpful.

Qualifications/Special Skills: Good communication skills and good customer service skills. Knowledge of IHCC MyHills and Microsoft Office preferred.

Days Needed: Monday-Thursday

Hours Needed: 7:15 am-9:00 pm; Maximum of 20 hours per week

Supervisor: Ruth Reynolds

Phone: (641) 683-5245

*Department:* Arts & Sciences

### Theater Assistant

Job Duties: 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.

Qualifications/Special Skills: Reliable, ability to perform stage-craft jobs. Preferably a student active in the arts.

Days Needed: Monday-Thursday

Hours Needed: 6 hours, 7:15 am-4:45 pm; Maximum of 20 hours per week

Supervisor: Jennifer Boyenga

Phone: (641) 683-5111, x1812

## BUILDING, GROUNDS, & LANDSCAPE ASSISTANT POSITIONS-

*Department:* Building & Grounds

### Building Custodial Assistant

Job Duties: Duties include: sweeping, wet-mopping floors, wash windows, vacuum, wash table tops, and other duties as assigned.

Qualifications/Special Skills: No specific qualifications/skills required.

Days Needed: Monday-Thursday

Hours Needed: 9:00 pm-1:00 am; Maximum of 20 hours per week

Supervisor: Dave Peterson

Phone: (641) 777-9613

Email: [David.Peterson@indianhills.edu](mailto:David.Peterson@indianhills.edu)

*Department:* Building & Grounds

### **Building Custodial Assistant-After Basketball games**

*Job Duties:* Duties include: Cleaning the Hellyer building after basketball games sweeping, vacuuming, empty trash, and other duties as assigned.

*Qualifications/Special Skills:* No specific qualifications/skills required.

*Days Needed:* Friday and Saturday

*Hours Needed:* 9:00 pm-1:00 am; Maximum of 20 hours per week

*Supervisor:* Dave Peterson

*Phone:* (641) 777-9613

*Email:* [David.Peterson@indianhills.edu](mailto:David.Peterson@indianhills.edu)

*Department:* Building & Grounds

### **Grounds Assistant – Building & Grounds**

*Job Duties:* This position consists of keeping grounds free of litter, removing damaged trees, trimming, mowing, and planting.

*Qualifications/Special Skills:* Ability to perform outdoor labor.

*Days Needed:* Monday-Thursday

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

*Supervisor:* John Vitko

*Phone:* (641) 683-5139 or (641) 680-5878

*Department:* Advanced Technology

### **Landscape Assistant – Athletic Fields (FILLED)**

*Job Duties:* Duties include: mowing, raking, digging, watering, and other duties as assigned related to maintenance of the IHCC Soccer and Softball fields.

*Qualifications/Special Skills:* Preferably landscape and turf grass major student.

*Days Needed:* Monday-Thursday

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

*Supervisor:* Justin Harsch

*Email:* [Justin.Harsch@indianhills.edu](mailto:Justin.Harsch@indianhills.edu)

*Department:* Advanced Technology

### **Landscape and Turf grass Assistant (FILLED)**

*Job Duties:* Duties include: assisting in lab setup, mowing, raking, watering, and monitoring plants in greenhouse, and other duties as assigned related to the Landscape and Turf grass Technology labs.

*Qualifications/Special Skills:* Preferably landscape and turf grass major student.

*Days Needed:* Monday-Thursday

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

*Supervisor:* Justin Harsch

*Email:* [Justin.Harsch@indianhills.edu](mailto:Justin.Harsch@indianhills.edu)

## ATHLETICS POSITIONS-

*Department:* Athletics

### **Athletic Department Assistant**

*Job Duties:* Must be able to work independently or with a group, work with the public and be dependable. Perform check-in/equipment duties in the Hellyer Student Life Center and Tom Arnold Net Center, including: check IDs of users; check out equipment; supervise equipment room and light cleaning of building. Assists with operation of home athletics events, indoor and outdoor, including soccer, volleyball, basketball and softball. Assists with posting event information in local news outlets. Assists with operations within the Athletic Training Room. Conducts opening and closing procedures for the facility. Communicate effectively with and complete tasks assigned by the Building Manager/Supervisor on duty.

*Qualifications/Special Skills:*

Currently enrolled IHCC student

Punctuality and reliability.

Commitment to excellent customer/client service.

Ability to organize and work independently.

Attention to detail.

Flexibility and ability to think creatively.

Team oriented ideals, willingness to work hard, and a desire to learn

Must be able to lift 20-50 pounds.

*Days Needed:* Monday – Sunday

*Hours Needed:* 7:15am – 10:00pm; maximum of 10 hours per week

*Supervisor:* Gabby Zeller

*Phone:* (641) 683-5288

*Department:* Athletics

### **Cross Country/Track and Field Manager**

*Job Duties:* Must be willing to work independently or with a group and be willing to work mornings and/or evenings. Must have the ability to travel to and from practices; assist in supervising team; help hand out, collect and wash team uniforms; organize and set up/tear down for team practices; assist in training room operations (i.e. ice baths); use Microsoft Word/Excel to print/scan team documents

*Qualifications/Special Skills:*

Currently enrolled IHCC student

Punctuality, responsibility, and dependability

Ability to follow directions and communicate with coaching staff

Ability to organize and work independently

Attention to detail

Willingness to work hard and learn

Must be able to lift 20-50 lbs

Must be proficient in Microsoft Word, Excel

Ability to use printer/scanner

Days Needed: Monday-Saturday, as needed depending on practice/workout schedule

Hours Needed: 6 AM-7PM, as needed depending on practice/workout schedule

Work with coaching staff to make a weekly schedule that does not exceed 20 hours per week

Supervisor: Brent Ewing

Phone: (641) 895-1095

*Department:* Student Services

### **Intramural Sports Official**

Job Duties: Intramural Sports Officials are responsible for providing an atmosphere of fun in a competitive and safe environment. Officials must be able to implement Intramural Sports policies and playing rules in order to maintain an appropriate level of control, fairness, and safety. They should maintain a positive attitude and should always be striving to improve their officiating skills. Will be required to officiate intramural contests, assist with pre and post activity logistics, assist with preparation and inspection of the activity site, understand emergency/evacuation procedures, provide positive public relations/program promotion/policy education to participants, verify participant eligibility, attend all officials training clinics, and provide a friendly customer service oriented environment. Intramural activities include: softball, flag football, kickball, soccer, volleyball, and basketball. Additional opportunities with individual, dual and one-day tournaments are available.

Qualifications/Special Skills:

Currently enrolled IHCC student.

Interest in/knowledge of game rules.

Ability to work with minimal supervision and respond assertively when required.

Training clinics provided.

Punctuality and reliability.

Possess a pleasant, enthusiastic, professional personality.

Days Needed: Monday – Sunday

Hours Needed: 7:15 am – 10 pm; maximum of 10 hours per week

Supervisor: Chloe Davis

Email: [chloe.davis@indianhills.edu](mailto:chloe.davis@indianhills.edu)

*Department:* Student Services

## Intramural Sports Supervisor

Job Duties: Intramural Sports Supervisor is responsible for overseeing intramural contests, individual/dual sports, weekend and one-day tournaments/meets. Will assist with officials' clinics, distribution and return of contest equipment. Keep status information on officials, supply score sheets and monitor their completion. Help determine league qualifiers for post-season tournament, attend post-season report session, distribute promotional material and attend managers'/officials' meeting. Assist with officiating as needed.

Qualifications/Special Skills:

Currently enrolled IHCC student.

Knowledge of all team sport mechanics/rules.

One year experience officiating intramural sports.

Punctuality and reliability.

Possess a pleasant, enthusiastic, professional personality.

Capable of directing own work.

Have current **CPR** and **First Aid certifications**.

Days Needed: Monday – Sunday

Hours Needed: 7:15 am – 10 pm; maximum of 20 hours per week

Supervisor: Chloe Davis

Email: [chloe.davis@indianhills.edu](mailto:chloe.davis@indianhills.edu)

## CAFETERIA SERVICEPERSON POSITIONS-

Department: Culinary Arts

### Cafeteria Serviceperson – ATC Warrior Junction

Job Duties: Perform various food service related tasks such as: prepare basic food items; serve food; operate/clean/maintain equipment; clean dining room/kitchen area; validate student meal cards; replenish serving line as necessary; must work well with public. NO PREVIOUS RESTAURANT EXPERIENCE NEEDED.

Qualifications/Special Skills: Preferably culinary art major student. Must work well with the public.

Days Needed: Monday-Thursday

Hours Needed: 6:00 am-1:30 pm; Maximum of 20 hours per week

Supervisor: Cathi Underwood

Phone: (641) 683-5179

Department: Culinary Arts



### Cafeteria Serviceperson – North Campus Cafeteria

Job Duties: Perform various food service related tasks such as: prepare basic food items; serve food; operate/clean/maintain equipment; clean dining room/kitchen area; validate student meal cards; replenish serving line as necessary; must work well with public. NO PREVIOUS RESTAURANT EXPERIENCE NEEDED.

Qualifications/Special Skills: Preferably culinary art major student. Must work well with the public.

Days Needed: Monday-Thursday

Hours Needed: 6:00 am-1:30 pm; Maximum of 20 hours per week

Supervisor: Stacey Doree

Phone: (641) 683-4269

*Department:* Culinary Arts

### Cafeteria Serviceperson – The Hills Diner

Job Duties: Perform various food service related tasks such as: prepare basic food items; serve food; operate/clean/maintain equipment; clean dining room/kitchen area; validate student meal cards; replenish serving line as necessary; must work well with public. NO PREVIOUS RESTAURANT EXPERIENCE NEEDED.

Qualifications/Special Skills: Must work well with the public.

Days Needed: Every evening (Monday-Thursday); weekend hours available.

Hours Needed: Maximum of 20 hours per week

Supervisor: Tom Shepard

Phone: (641) 683-5195

## CLERICAL ASSISTANT POSITIONS-

*Department:* Health Sciences/Admissions

### Admissions Clerical Assistant (FILLED)

Job Duties: Perform clerical duties including: general typing, filing, making copies, sorting mail, mailing materials, and scanning documents, and other duties as assigned.

Qualifications/Special Skills: Independent, reliable and attention to details.

Days Needed: Monday-Thursday

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

Supervisor: Amanda Ross

Phone: (641) 683-5132

*Department:* Educational Opportunity Center



### **Educational Opportunity Center Clerical Assistant (FILLED)**

Job Duties: Welcome students/parents, answer phones, make appointments, filing, and other clerical duties as assigned.

Qualifications/Special Skills: Good people skills, reliable, independent, attention to detail.

Days Needed: Monday-Thursday

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

Supervisor: Nancy Nelson

Phone: (641) 683-5130

*Department:* Foundation

### **General Worker (FILLED)**

Job Duties: This worker will help to update our Outstanding Service Award system. They will catalogue the employees that do not have profiles in our system and will research to fill in gaps.

Qualifications/Special Skills: Computer literacy, must be able to operate Microsoft word as well as navigate a relatively basic program that operates TV screen.

Days Needed: One day a week- student selects.

Hours Needed: 2-3 hours a week, flexible

Supervisor: Blaire Siems

Phone: (641) 683-5115

*Department:* Health Sciences

### **Health Sciences Laundry Person/Clerical Assistant (FILLED)**

Job Duties: This position requires a person who is dependable and able to maintain confidentiality. Must be able to multi-task. This position is for one person and tasks will be divided between laundry and clerical assignments.

**Laundry duties include:** doing laundry (washing & drying), folding laundry, placing laundry back in correct program bag.

**Clerical duties include:** sorting mail, filing, making copies, preparing folders and other routine clinical duties as assigned. Must possess good interpersonal skills and telephone etiquette.

Qualifications/Special Skills: Reliable, independent, good interpersonal skills, attention to detail. Must be able to lift up to 40 pounds.

Days Needed: Monday-Thursday

Hours Needed: Flexible; between 7:00 am - 4:30pm; Maximum of 20 hours per week.

Supervisor: Michelle Engel

Phone: (641) 683-5164

Email: [michelle.engel@indianhills.edu](mailto:michelle.engel@indianhills.edu)

*Department:* High School Programs

**High School Programs Clerical Assistant**

*Job Duties:* This position requires a person who is dependable and able to maintain confidentiality.

*Duties include:* Sorting mail, filing, making copies, preparing folders, Noli scanning and other duties as assigned. Must possess good interpersonal skills and telephone etiquette.

*Qualifications/Special Skills:* Reliable, independent, attention to detail.

*Days Needed:* Monday through Thursday

*Hours Needed:* Between 8 am - 4:30 pm; hours determined by qualifications.

*Supervisor:* Leslie Orman

*Phone:* 641-683-5125

*Department:* Student Services/Housing Office

**Housing/Student Services Clerical Assistant (FILLED)**

*Job Duties:* 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 skill and be dependable. Must have typing and computer experience.

*Qualifications/Special Skills:* Good communication skills, reliable, attention to details, good computer and typing skills.

*Days Needed:* Monday-Thursday

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

*Supervisors:* Tammie Hartley

*Phone:* (641) 683-5152

*Email:* [Tammie.Hartley@indianhills.edu](mailto:Tammie.Hartley@indianhills.edu)

*Department:* Human Resources/Payroll Office

**Human Resources/Payroll Clerical Assistant (FILLED)**

*Job Duties:* This position requires a person who is dependable and must be able to maintain the strictest level of confidentiality at all times. Duties include: filing, making copies, preparing folders, other routine clerical duties; and other duties as assigned.

Duties include: Sorting mail, filing, making copies, preparing folders, Noli scanning and other duties as assigned. Must possess good interpersonal skills and telephone etiquette.

*Qualifications/Special Skills:* Reliable, independent, attention to detail.

*Days Needed:* Monday – Thursday

*Hours Needed:* 7:15 a.m. – 4:45 p.m.; 10 hours per week; Maximum of 20 hours per week

*Supervisor:* Tiffany Teeter

*Phone:* (641) 683-5111, x5175

*Department:* Student Support Services

**Student Support Services Clerical Assistant (FILLED)**

*Job Duties:* Job requires a friendly person with a good personality with the ability to greet and help people in many different ways in the Trio Offices. Clerical duties including answering the telephone, completing registrations for Academic Success Center offerings, mailings, filing, and other duties as assigned. Knowledge of IHCC MyHills and Microsoft Office applications is helpful.

*Qualifications/Special Skills:* Good communication skills and good customer service skills. Knowledge of IHCC MyHills and Microsoft Office preferred.

*Days Needed:* Monday-Thursday

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

*Supervisor:* Jessica Chickering

*Phone:* (641) 683-5133

## LAB ASSISTANT POSITIONS-

*Department:* Advanced Technology Center

**Auto Collision Lab Assistant – North Campus**

*Job Duties:* Duties will vary depending upon Department.

*Qualifications/Special Skills:* Preferably auto collision major student.

*Days Needed:* Monday-Thursday

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

*Supervisor:* Steve Garrett

*Phone:* (641) 683-4267

*Department:* Advanced Technology Center

**Aviation Maintenance Lab Assistant – North Campus (FILLED)**

*Job Duties:* Duties will vary depending upon Department.

*Qualifications/Special Skills:* Preferably aviation maintenance major student.

*Days Needed:* Monday-Thursday

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

*Supervisor:* Dan Brauhn

*Phone:* (641) 683-4255

*Department:* Advanced Technology Center

**Avionics Lab Assistant – North Campus (FILLED)**

*Job Duties:* Duties will vary depending upon Department.

*Qualifications/Special Skills:* Preferably avionics major student.

Days Needed: Monday-Thursday

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

Supervisor: Dan Brauhn

Phone: (641) 683-4255

Department: Advanced Technologies-Bioprocessing **Eddyville Site**

**Bioprocessing/Lab and Office Assistant**

Job Duties: This position requires a person who is hardworking, capable of interacting with a variety of people, can maintain the confidence of private information, and a willingness to learn some basic laboratory skills. Duties include: filing, making copies, preparing folders and recruitment kits, other routine clerical duties, organizing lab space, performing lab inventory, and prepping lab activities; and other duties as assigned.

Qualifications/Special Skills: Reliable, independent, attention to detail.

Days Needed: Monday – Thursday and the Occasional Scheduled Friday

Hours Needed: 7:15 am – 4:45 pm; 10 hours per week; Maximum of 20 hours per week

Supervisor: Kimberly Dreaden

Phone: (641) 969-4167, x1982

Department: Advanced Technology Center

**Computer Networking Lab Assistant**

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably computer networking major student.

Days Needed: Monday-Thursday

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

Supervisor: Nathan Tillotson

Phone: (641) 683-5111, x1747

Department: Advanced Technology Center

**Computer Software Development Lab Assistant**

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably computer software development major student.

Days Needed: Monday-Thursday

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

Supervisor: Kevin Throckmorton

Phone: (641) 683-5111, x1752

Department: Advanced Technology Center

### **Diesel/Locomotive Lab Assistant**

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably diesel/locomotive major student.

Days Needed: Monday-Thursday

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

Supervisor: Allan Ready

Phone: (641) 683-5176

*Department:* Advanced Technology Center

### **Electronics Lab Assistant**

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably electronics engineering major student.

Days Needed: Monday-Thursday

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

Supervisor: Seth Richmond

Phone: (641) 683-5111, x1750

*Department:* Advanced Technology Center

### **Industrial Maintenance Lab Assistant**

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably industrial maintenance major student.

Days Needed: Monday-Thursday

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

Supervisor: Allan Ready

Phone: (641) 683-5176

*Department:* Advanced Technology Center

### **Laser Lab Assistant**

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably laser/electro-optics major student.

Days Needed: Monday-Thursday

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

Supervisor: Michael Shay

Phone: (641) 683-5111, x1765

*Department:* Advanced Technology Center

### **Machine Tech Lab Assistant**

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably machine tech major student.

Days Needed: Monday-Thursday

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

Supervisor: Jeff Long

Phone: (641) 683-5111, x1763

*Department:* Advanced Technology Center

### Renewable Energy Lab Assistant

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably renewable energy major student.

Days Needed: Monday-Thursday

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

Supervisor: J.P. Jones

Phone: (641) 683-4241

*Department:* Advanced Technology Center

### Robotics Lab Assistant

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably robotics major student.

Days Needed: Monday-Thursday

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

Supervisor: Walt Kamerick

Phone: (641) 683-5111, x1754

*Department:* Advanced Technology Center

### Welding Lab Assistant – North Campus

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably welding major student.

Days Needed: Monday-Thursday

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

Supervisors: John Hopwood; Rick Guffey

Phone: (641) 683-4268; (641) 683-4272

## STUDENT TUTOR-

*Department:* Academic Support Services / Success Center

### Student Tutor

Job Duties:

- Keeps regular (at least bi-weekly) contact with Director and Success Center
- Accepts requests for tutoring by other students and sets up appointments with student clients

- Establishes Time, Date, and Place for first appointment with student client
- Does NOT Tutor more than two hours, for the same person, in a single session
- Takes a fifteen minute break after four hours of tutoring
- Models effective learning and strategies for academic success
- Ensures that Contact Sheets are brought to every session and signed by clients
- Transfers Contact Hours to Web Advisor with accuracy
- Honors the Payroll schedule and turns in Contact Sheets AND Web Advisor entries, faithfully
- Respects individual differences and/or preferences
- Helps students learn to become independent learners
- Does NOT do student's work, but suggests a course of action for success
- Gives advice about how to excel in the course tutored
- Follows the Code of Ethics enclosed in the Tutor Manual

Qualifications/Special Skills:

- Minimum cumulative Grade Point Average/GPA (High School or College) of 3.0
- A written recommendation (email is sufficient) by faculty for each course or subject to be tutored
- Good standing with the college (i.e. not on academic probation or subject to disciplinary action)
- Presently enrolled in IHCC or a graduate of the college
- Legally authorized for employment in the US
- Doing well in their own courses

Days Needed: Negotiable, based on mutual availability between tutor and client

Hours Needed: Negotiable, based on mutual availability between tutor and client

Supervisor: Ruth Reynolds

Phone: (641) 683-5245

Email: [Ruth.Reynolds@indianhills.edu](mailto:Ruth.Reynolds@indianhills.edu)

Department: Aviation Maintenance Technology

**Aviation/Avionics Maintenance Tutor– North Campus**

Job Duties: Duties will vary depending upon Department.

Qualifications/Special Skills: Preferably aviation/avionics maintenance major student.

Helping other students.

Days Needed: Monday-Thursday

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

Supervisors: Terry Dunkin

Phone: (641) 683-4252

## **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; Dean, Student Affairs (students), 683-5159, studentsequity@indianhills.edu; Dean, Learning Services (students with disabilities), 683-5174, 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
- Aviation Maintenance Technology
- Aviation Pilot Training\*
- Avionics Electronic Technician
- Bioprocessing Technology
- Geospatial Technology
- Grounds Equipment Technician
- Health Information Technology\*
- Healthcare Documentation Specialist\*
- Health Unit Coordinator\*
- Hotel & Restaurant Management
- HVAC & Refrigeration
- Industrial Maintenance



- 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\*
- 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)