

**Indian Hills Community College  
Centerville Campus Federal Work-Study 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 who answered “yes” to interest in work-study on their 2023-2024 FAFSA application. **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 Financial Aid Office located in the Administration 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 Financial Aid Office located in the Administration 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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*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:* Patricia Babbitt

*Phone:* 641-856-2143, x2241

*Email:* Patricia.Babbitt@indianhills.edu

*Department:* Athletics

**Concession Stand Assistant**

*Job Duties:* Assist Concession Stand Manager at Pat Daugherty Field with operation of concession stand during home baseball games during the spring season. Must be able to work independently, work with public and be dependable. Flexible scheduling is a must. Perform food preparation, food and beverage sales and all opening and closing procedures of the concession stand under the direction of the Concession Stand Manager. Assist Concession Stand Manager with restocking of items in the concession stand and inform them of items that are low in stock for ordering purposes.

*Qualifications/Special Skills:*

Reliable, good typing and computer skills.

Good communication skills.

Currently enrolled IHCC student

Punctuality and reliability.

Commitment to excellent customer/client service.

Ability to organize and work independently.

Attention to detail.

Must be able to lift 20-50 pounds.

*Days Needed:* Monday – Sunday

*Hours Needed:* Generally afternoons/evenings. Baseball schedule will dictate work schedule; Maximum of 20 hours per week

*Supervisor:* Concession Stand Manager

*Phone:* 641-856-2143, x2228; Emma Griffin

Email: Emma.Griffin@indianhills.edu

*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: Chris Myers

Phone: 641-856-2143, x2208

Email: Chris.Myers@indianhills.edu

*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: Molly Van Roekel

Phone: 641-856-2143, x2221

Email: molly.vanroekel@indianhills.edu

*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

Supervisor: April Hormann

Phone: 641-856-2143, x2250

Email: April.Hormann@indianhills.edu

*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, x2216

Email: Brydon.Kaster@indianhills.edu

*Department:* Library

### **Library/Bookstore**

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, x2237

Email: Deb.Worley@indianhills.edu

*Department:* Advanced Technology

### **Landscape and Turf grass Assistant**

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: Neric Smith

Phone: 641-856-2143, x2203

Email: Neric.Smith@indianhills.edu

*Department:* Advanced Technology

### **Landscape Assistant – Athletic Fields**

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: Neric Smith

Phone: 641-856-2143, x2203

Email: Neric.Smith@indianhills.edu

*Department:* Student Services

**Receptionist/Secretary Assistant – Administration Building**

*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:* Emma Griffin

*Phone:* 641-856-2143, x2228

*Email:* Emma.Griffin@indianhills.edu

*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, x2234

*Email:* Chad.Gatlin@indianhills.edu

*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:* Noel Gorden

*Phone:* 641-856-2143 x2200

*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 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: Matthew Torrez

Phone: 641-856-2143, x2212

Email: Matthew.Torrez@indianhills.edu

*Department:* Athletics

### **Team Manager – Wrestling**

Job Duties: This position requires someone that has working knowledge of all Microsoft Office programs (Word, Excel, PowerPoint), wrestling systems (Trackwrestling and FloArena), and video applications (YouTube). 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 instance that happen on or off the mat that would compromise the goals set forth by the coaches and players. Other duties include assisting with team laundry, assisting with team equipment, oversee weight room / conditioning workouts, assisting with mat cleaning, preparing coolers of water and ice for practice, maintaining the team trainer bag, assisting with fundraiser events, assisting with travel 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: Cole Spree

Phone: 641-856-2143, x2251

Email: Cole.Spree@indianhills.edu

## **OFF CAMPUS COMMUNITY SERVICE POSITIONS-**

*Department:* PACT (Rathbun Area Chamber of Commerce)

### **PACT Receptionist**

Job Duties: Job requires a friendly person with a good personality with the ability to greet and help people. Receptionist duties including answering the telephone, greeting and assisting patrons, front desk attendant for sign-in, other duties as assigned.

Qualifications/Special Skills: Reliable, good communication skills, ability to work independently.

Days Needed: Monday-Thursday

Hours Needed: 2-4 hours per month

Supervisor: Mike Matthes  
Phone: 641-437-4102

# ANNUAL NON-DISCRIMINATION STATEMENT

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**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](mailto:equity@indianhills.edu) (students, faculty and staff); Executive Dean, Centerville Campus & Learning Services, 683-5174, [learningservicesequity@indianhills.edu](mailto: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](mailto:ocr.chicago@ed.gov).

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

[www.indianhills.edu/academics/nondiscriminationadmissioncriteria.php](http://www.indianhills.edu/academics/nondiscriminationadmissioncriteria.php)