Indian Hills Community College
Ottumwa 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 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.

ASSISTANT POSITIONS- ........................................................................................................ 3
Art Studio Assistant ............................................................................................................. 3
Bookstore Service Assistant ................................................................................................. 3
Game Day Coordination Assistant ...................................................................................... 4
Library Assistant .................................................................................................................. 5
Music Librarian ..................................................................................................................... 5
Sound Director Technician .................................................................................................. 5
Student Ambassador ........................................................................................................... 6
Student Activities Assistant ............................................................................................ 7
Success Center Receptionist/Computer Assistant ............................................................ 8
Theater Assistant .............................................................................................................. 8
BUILDING, GROUNDS, & LANDSCAPE ASSISTANT POSITIONS- ................................. 9
Building Custodial Assistant ............................................................................................ 9
Building Custodial Assistant-After Basketball Games .................................................. 9
Fleet Detailing Assistant ................................................................................................. 9
Grounds Assistant – Building & Grounds ....................................................................... 9
ATHLETICS POSITIONS- ................................................................................................ 10
Athletic Aide (Volleyball) ............................................................................................. 10
Building Attendant ....................................................................................................... 10
Cross Country/Track and Field Manager ..................................................................... 11
Intramural Sports Official .............................................................................................. 11
Intramural Sports Supervisor ......................................................................................... 12
CLERICAL ASSISTANT POSITIONS- .......................................................................... 14
Advanced Technologies Clerical Assistant ..................................................................... 14
Dental Hygiene Receptionist ........................................................................................... 15
Educational Opportunity Center Clerical Assistant (FILLED) ....................................... 15
LAB ASSISTANT POSITIONS- ..................................................................................... 16
Aviation Maintenance Lab Assistant – North Campus ................................................ 16
Avionics Lab Assistant – North Campus ....................................................................... 16
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:** Lisa Fritz

**Phone:** 641-683-5111, x1816

**Email:** Lisa.Fritz@indianhills.edu

**Department:** Bookstore

**Bookstore Service Assistant**

**Job Duties:** Receiving and stocking, including moving 50 lb. boxes. Other duties may include: operate computer register/terminals; answer telephone; open boxes, check in shipments; keep areas neat; put books on shelves; prepare books for return; restock shelves/racks as needed; and other duties as assigned.

**Qualifications/Special Skills:** Ability to move 50 lb. boxes, good customer service skills.

**Days Needed:** Monday-Thursday
**Hours Needed**: 7:15 am-4:45 pm; Maximum of 20 hours per week  
**Supervisor**: Jon Schrage/Randy Burrell  
**Phone**: (641) 683-5264 or 683-5150  
**Email**: Jon.Schrage@indianhills.edu/Randy.Burrell@indianhills.edu

**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.

**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.

**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**: 641-683-5111, x1491  
**Email**: Cyndi.Mellin@indianhills.edu

**Department**: Academic Services/Library
Library Assistant

**Job Duties:** This person must be able to type, have a public service attitude, and be reliable and responsible. They will assist in general operations of the public service area of the library, including: assisting patrons with locating and circulating materials, providing computer and research assistance, cleaning, shelving, data entry, and other duties as assigned.

**Qualifications/Special Skills:** Good typing skills, dependable, good communication and customer service skills.

**Days Needed:** Sunday-Thursday

**Hours Needed:** 9:00 am-8:00 pm; Maximum of 20 hours per week

**Supervisor:** Jessica Knapp

**Phone:** 641-683-5178

**Email:** Jessica.Knapp@indianhills.edu

**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

**Email:** Janene.Sheldon@indianhills.edu

**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_: 641-683-5111, x1491
_Email_: Cyndi.Mellin@indianhills.edu

_Deptartment_: Admissions

_Student Ambassador_

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 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 refresher training is 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
$9.25/hour.

Applications

Applications should be submitted to 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 Molkenthin, 641-683-5306, Ranae.Molkenthin@indianhills.edu

Department: Student Development
Student Activities Assistant
Job Duties: Help setup for everyday student activities, including setting events up before
and after the activity, email/call to reserve spaces, food, or lodging, greet and work with
outside activity entertainers, help submit marketing requests and distribute
promotional materials for activities, help organize materials and supplies, assist with campus housing processes and procedures, some clerical duties, recruit and engage fellow students to participate and attend events, any additional support work needed by the Student Development Department.

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

**Days Needed:** Monday-Thursday, some nights, and weekends

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

**Supervisors:** Erica Ashbacher, Tammie Hartley

**Phone:** 641-683-5240 or 641-683-5304

**Email:** Erica.Ashbacher@indianhills.edu, Tammie.Hartley@indianhills.edu

**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

**Email:** Ruth.Reynolds@indianhills.edu

**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:** Ray Slavens

**Phone:** 641-683-5111, x1843
Email: Ray.Slavens@indianhills.edu

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 or 641-683-5139

Email: 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 or 641-683-5139

Email: David.Peterson@indianhills.edu

Department: Physical Facilities

Fleet Detailing Assistant

Job Duties: Cleaning and detailing college owned vehicles.

Qualifications/Special Skills: Reliable, ability to work independently

Days Needed: Monday-Thursday

Hours Needed: 6:30 am-4:00 pm; Maximum of 20 hours per week

Supervisor: John Allison

Phone: 641-683-5139

Email: John.Allison@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: Clayton Winn
Email: Clay.Winn@indianhills.edu

ATHLETICS POSITIONS-

Department: Athletics
Athletic Aide (Volleyball)
Job Duties: Completes team laundry daily, makes sure all gear is ready to go (balls are inflated, tape on floor, etc.), willing to do other tasks that may come up.
Qualifications/Special Skills: Knows how to separate lights and darks in laundry.
Days Needed: Monday-Friday
Hours Needed: 10-15 hours per week
Supervisor: Sarah Ryder
Phone: 319-538-2176 (mobile)
Email: Sarah.Ryder@indianhills.edu

Department: Athletics
Building Attendant
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:** Desirae Linville

**Phone:** 641-683-5224

**Email:** desirae.linville@indianhills.edu

**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 or 641-683-5111, x1489

**Email:** Brent.Ewing@indianhills.edu

**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

**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

**Department:** Athletics
Men’s Soccer Operations Manager

**Job Duties:** Assist the coaching staff in all facets of the Men’s Soccer program, including but not limited to preparation, attendance, and execution of training sessions/match days, as well as administrative and operational tasks. Additional responsibilities are assigned based on preference and ability.

**Qualifications/Special Skills:**
Currently enrolled as an Indian Hills Community College student.
Self-motivated, detail-oriented and have a strong sense of accountability.
Positive, outgoing, engaging, and professional personality.
Strong communication skills with the ability to work independently, within the direction of the coaching staff.
Understanding and passion for the sport of soccer, are preferred.

**Days Needed:** Monday-Saturday, 8am-5pm, depending on training/match schedule
**Hours Needed:** Work with coaching staff to arrange a weekly schedule, not to exceed 20 hours per week.; maximum of 20 hours per week

**Supervisor:** Felix Vu
**Phone:** 512-998-9394
**Email:** Felix.Vu@indianhills.edu

CAFETERIA SERVICEPERSON POSITIONS-

**Department:** Culinary Arts
**Cafeteria Serviceperson – Hills Kitchen**

**Job Duties:** Perform various food service-related tasks such as: prepare basic food items; serve food; do dishes; 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:** Lunch hours, 11am-1:30pm and every evening (Monday-Thursday); weekend hours available.
**Hours Needed:** Maximum of 20 hours per week

**Supervisor:** Morgan Johnson
**Phone:** 641-683-5195
**Email:** Morgan.Johnson@indianhills.edu

**Department:** Culinary Arts
**Coffee Shop Serviceperson**

**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:** Monday-Thursday

**Hours Needed:** 7:00 am-4:00 pm; Maximum of 20 hours per week

**Supervisor:** Morgan Johnson

**Phone:** 641-683-5195

**Email:** Morgan.Johnson@indianhills.edu

---

**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

**Email:** Stacey.Doree@indianhills.edu

---

**CLERICAL ASSISTANT POSITIONS**

**Department:** Advanced Technology Center

**Advanced Technologies Clerical Assistant**

**Job Duties:** Perform clerical duties including general typing, filing, making copies, sorting mail, mailing materials, and scanning documents, greet visitors and guide them to the correct office, 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:** Jeff Henderson

**Phone:** 641-683-5111 ext. 1757

**Email:** Jeff.Henderson@indianhills.edu

**Department:** Health Sciences
Dental Hygiene Receptionist

**Job Duties:** Greeting and directing patients both in person and on the phone, scheduling appointments and accepting payment/entering service fees for the Dental Clinic.

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

**Days Needed:** 2 mornings a week, Friday 8:00-12:00 and the other day can be any day

**Hours Needed:** 8 hours per week

**Supervisor:** Lori Kielkopf

**Phone:** 641-683-5292

**Email:** Lori.Kielkopf@indianhills.edu

**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:** Jessica Chickering

**Phone:** 641-683-5133

**Email:** Jessica.Chickering@indianhills.edu

**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

**Email:** Jessica.Chickering@indianhills.edu
LAB ASSISTANT POSITIONS-

**Department:** Automotive Tech

**Automotive Tech Lab Assistant**

**Job Duties:** Cleaning and organization of our new lab and tool room areas. Employee may also assist with class preparation consisting of workstation set up and disassembly.

**Qualifications/Special Skills:** Automotive parts and shop layout knowledge is required.

**Days Needed:** 2 per week

**Hours Needed:** 10-20 per week; Maximum of 20 hours per week

**Supervisor:** Andy Summers

**Phone:** 641-683-5111, x1745

**Email:** Andy.Summers@indianhills.edu

**Department:** Advanced Technology Center

**Aviation Maintenance Lab Assistant – North Campus**

**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

**Email:** Richard.Brauhn@indianhills.edu

**Department:** Advanced Technology Center

**Avionics Lab Assistant – North Campus**

**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

**Email:** Richard.Brauhn@indianhills.edu

**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:** Martin Blomme
Phone: 641-683-5291  
Email: Martin.Blomme@indianhills.edu

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  
Email: Michael.Shay@indianhills.edu

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  
Email: Jeff.Long@indianhills.edu

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  
Email: John-Paul.Jones@indianhills.edu

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: Jacob Ridge  
Phone: 641-683-5111, x1754
Email: Jacob.Ridge@indianhills.edu

Department: Health Sciences
Simulation Lab Assistant
Job Duties: Reset simulation rooms between scenarios, label supplies, clean simulation manikins, make beds, file records and special projects.
Qualifications/Special Skills: Reliable, good communication skills, ability to work independently.
Days Needed: Monday-Thursday
Hours Needed: Up to 20 per week, Hours are flexible
Supervisor: Lori Kielkopf
Phone: 641-683-5292
Email: Lori.Kielkopf@indianhills.edu

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
Phone: 641-683-4268 or 641-683-4272
Email: John.Hopwood@indianhills.edu

STUDENT TUTORS-

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 WIN Dashboard with accuracy
• Honors the Payroll schedule and turns in Contact Sheets AND WIN Dashboard 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:
• A written recommendation (email is sufficient) by faculty for each course or subject to be tutored
• Good standing with the college
• Presently enrolled in IHCC
• 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

Department: Athletics
Track & Field Tutor

Job Duties:
• Keeps regular (at least bi-weekly) contact with Coach Ewing
• Accepts requests for tutoring by track and field student-athletes
• Establishes Time, Date, and Place for first appointment with students-athletes
• 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 WIN Dashboard with accuracy
• Honors the Payroll schedule and turns in Contact Sheets AND WIN Dashboard 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

Qualifications/Special Skills:
• Good standing with the college
• Presently enrolled in IHCC
• 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;
Maximum of 20 hours per week
Supervisor: Brent Ewing
Phone: 641-683-5111, x1489
Email: Brent.Ewing@indianhills.edu

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