

**Indian Hills Community College
Centerville Campus Federal Work Study Positions**

Federal Work Study resumes August 31, 2020. **You will need to complete a 2020-2021 FAFSA application and have an award letter to determine if you are eligible to work for the fall term, beginning August 31, 2020.** Students must be enrolled for each term they wish to receive Federal Work Study. 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 2020-2021 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 Financial Aid Office located in the Administration Building. If you need help completing the 2020-2021 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 2020-2021 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 1st. 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 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 ext. 2241

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 ext. 2225; Angela Ocker

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: Ty Ware

Phone: (641) 856-2143 ext. 2208

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: Gregory Teets

Phone: (641) 856-2143 ext. 2221

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: Melissa Scott

Phone: (641) 856-2143 ext. 2250

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 ext. 2216

Department: Library

Library/Bookstore and ICN Assistant

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 ext. 2237

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) 683-5194

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) 683-5194

Department: Student Services

Receptionist/Secretary Assistant – Administration Building (Evening)

Job Duties: Back-up switchboard and receptionist until 4:45 p.m., mass mailings, copying, data entry/typing, scanning, general cleaning, and other duties as assigned. Hours vary, but sometimes need coverage in the afternoon as well.

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: Angela Ocker
Phone: (641) 856-2143 ext. 2225

Department: Student Services

Receptionist/Secretary Assistant – Administration Building (Daytime)

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: Angela Ocker

Phone: (641) 856-2143 ext. 2225

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 ext. 2234

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 ext. 2200

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 ext. 2212

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

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 Zeke Flick, Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5282, hrequity@indianhills.edu; Brett Monaghan, Executive Dean, Student Development & Athletics(students), (641) 683-5159, studentsequity@indianhills.edu; Noel Gorden, Dean, Centerville Campus & Learning Services (students with disabilities), (641) 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.

*Indicate screened programs. For admissions criteria, please visit www.indianhills.edu/academics/nondiscriminationadmissioncriteria.php

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Indian Hills Community College offers career and technical programs in the following areas of study:

- Accounting Assistant
- Animal Science
- Associate Degree Nursing*
- Automotive Technology
- Aviation Maintenance Technology
- Aviation Pilot Training*
- Avionics Electronic Technician
- Bioprocessing Technology
- Business Specialist
- Business Specialist - Accounting
- Business Specialist - Office Management
- Child Care Technician*
- Clinical Laboratory Assistant*
- Commercial Driver Training*
- Computer Accounting
- Computer Software Development
- Construction Management
- Construction Technology
- Criminal Justice*
- Culinary Arts

- Cyber Security & Systems Administration
- Dental Assisting*
- Dental Hygiene*
- Diesel Technology
- Early Childhood Associate*
- Electronic Engineering Technology
- Electrical & Renewable Energy Technology
- Emergency Medical Technician*
- Geospatial Technology
- Grounds Equipment Technician
- Health Information Technology*
- Healthcare Documentation Specialist*
- Health Unit Coordinator*
- Hotel & Restaurant Management
- HVAC & Refrigeration
- Industrial Maintenance
- Interactive Media Technology
- Landscape & Turfgrass Technology
- Laser & Optics Technology
- Machine Technology
- Medical Assistant*
- Medical/Insurance Coding*
- Medical Laboratory Technology*
- Nutrition & Dietary Management*
- Occupational Therapy Assistant*
- Paramedic*
- Paramedic Core*
- Pharmacy Technology*
- Phlebotomy Technician*
- Physical Therapist Assistant*
- Practical Nursing*
- Precision Farming
- Radiologic Technology*
- Respiratory Care*
- Robotics/Automation Technology
- Surgical Technology*
- Welding Technology

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