

STUDENT EMPLOYMENT OPPORTUNITY

Federal Work Study Only

Date posted: 9/10/19

Federal Work Study and/or Non-Work Study

JOB TITLE: Student Worker

NUMBER OF POSITIONS: 1

DEPT/LOCATION: Heartland Community College Pontiac

CONTACT INFORMATION: Stacey Shrewsbury

DUTIES: Assist students and general public with room location, computer access, answer phones, and respond to questions as needed. Lock classrooms and facility at the end of the day. Complete short term projects as assigned by HCCP staff.

QUALIFICATIONS: Enrolled minimum of 6 hours, maintain 2.0 or greater GPA. Excellent communication and people skills, self-motivated, and willingness to learn new skills.

LEARNING OBJECTIVE: Develop job experience and serve as an example of HCC student to the students and community at HCCP.

ESSENTIAL COMPETENCY: Communication, Problem Solving/Critical Thinking, Diversity, Ethics/Social Responsibility, Technology

NUMBER OF HOURS/WEEK: 4-10/Wk **HOURLY WAGE:** \$8.25

GENERAL WORK SCHEDULE: Monday & Wednesday 6-8pm and Tuesdays and Thursday, 6-9pm for Fall 2019 semester

**PLEASE SUBMIT YOUR EMPLOYMENT APPLICATION TO
THE FINANCIAL AID OFFICE.**

**THE DEPARTMENT WILL CONTACT YOU DIRECTLY IF YOU
ARE SELECTED FOR AN INTERVIEW.**

Work Study Reference Sheet

General Information:

- For a student to be eligible for work study, they must be enrolled in at least 6 credit hours, maintain a 2.00 GPA and have need (need is calculated based on FAFSA information and assistance a student is receiving).
- The average work study student at Heartland is eligible for \$2400 for the Fall/Spring school year. At \$8.25/hr, \$2400 equates to a student working 9 hrs. per week for 32 weeks (16 weeks per semester).
- Summer work study eligibility is determined on a yearly basis based on our work study allotment from the Department of Education and our usage during the preceding fall and spring semesters.
- Advertising for a student worker positions is done through the Financial Aid Office.
- Student employment applications are available in the Financial Aid Office and are submitted to the Financial Aid Office to check for work study eligibility and then are forwarded onto the departments the student noted.

Changes effective fall 2017

- Job postings will need to include a learning objective and a HCC Essential Competency.
- Students hired for Assistant II positions must be work study eligible; you will need VP approval to hire a non-work study student for an Assistant II position.
 - Examples of Assistant II positions are: Ambassador, Assistant II, Lab Assistant II, Peer Mentor and Peer Tutors.
- Assistant I positions will continue to be open to work study and non-work study at the department's discretion based on budget and needs.

- Please contact HR if you are unsure on the classification of the position you are hiring for.