

**Indian Hills Community College  
Federal Work-Study Community Service Positions**

Federal Work-Study begins **August 25, 2025**. To qualify for the program, you must complete the **2025–2026 FAFSA** and have received your Financial Aid Offer Letter. **Eligible students** will see a Federal Work-Study award under 'My Awards' in the 'Financial Aid' section of their Win Account. **Applications** will be mailed starting August 1, with additional applications sent weekly to newly awarded students.

**To apply for a Work-Study position:**

1. You must have received a Federal Work-Study application. If you need a replacement, please visit OneStop.
2. Review the job postings below, contact the supervisor listed to arrange an interview, and follow the steps on your application to complete hiring.

*Note: Some positions may already be filled. Federal Work-Study is not available during the summer term.*

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*Department:* Maintenance/Building & Grounds

**Maintenance Assistant/Building and Grounds**

**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:* Food Service

### **Cafeteria Serviceperson – Centerville Cafeteria**

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.

Friday, Saturday and Sunday Lunch and Dinner hours available

Hours Needed: Maximum of 20 hours per week

Supervisor: April Hormann

Phone: 641-856-2143

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: Brittany Schofield

Phone: 641-856-2143, x2237

Email: Brittany.Schofield@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:* 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:* 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:** Dru Sebastian

**Phone:** 641-856-2143, x2212

**Email:** Dru.Sebastian@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: Delaney Evers  
Phone: 641-437-4102

# CONTINUOUS NON-DISCRIMINATION STATEMENT

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It is the policy of Indian Hills Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status.

If you have questions or complaints related to compliance with this policy, please contact 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 and Academic Services, (641) 683-5181, [disabilityservices@indianhills.edu](mailto:disabilityservices@indianhills.edu) (students with disabilities); or the Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-35821, Telephone: (303) 844-5695, FAX: (303) 844-4303, TDD: 800-877-8339, Email:[ocr.denver@ed.gov](mailto:ocr.denver@ed.gov).