

**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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## 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:* Ashley Hansen

*Phone:* 641-683-5171

*Email:* Ashley.Hansen@indianhills.edu

*Organization:* Sieda Community Action (Community Service position, located on-campus)

### Child Care Assistant

*Job Duties:*

- Assists Child Care Specialists in ensuring compliance with program performance standards, federal and state regulations to include child care licensing requirements, policies, procedures, and service delivery plans.
- Assists Child Care Specialists in implementing developmentally appropriate activities using evidence-based curriculums.
- Assists Child Care Specialist in providing a classroom environment of respect for each individual child using positive discipline strategies, language development, social-emotional experiences, and a balance of child initiated and Child Care Specialist initiated activities.

**Qualifications/Special Skills:**

- Must be enrolled at Indian Hills Community College and eligible for Work-Study position.
- Childcare experience preferred.
- Must be reliable and be able to work independently.
- Must complete required training hours annually, per Iowa Department of Health and Human Services (HHS) Child Care Center regulations and program performance standards.
- All staff are considered mandatory reporters of child abuse and required to hold a valid training certificate.
- Up to date training in CPR, First Aid, and Universal Precautions.

**Days Needed:** Monday-Friday

**Hours Needed:** 3:30 pm - 5:30 pm; Maximum of 20 hours per week

**Supervisor:** Ranae Banicky

**Phone:** 641-207-3459

**Email:** [rbanicky@sieda.org](mailto:rbanicky@sieda.org)

**Department:** Health Sciences

**Health Sciences Assistant**

**Job Duties:** compile student orientation materials, distribute mail and packages, some cleaning, 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; Maximum of 20 hours per week

**Supervisor:** Justine Munger

**Phone:** 641-683-5292

**Email:** [Justine.munger@indianhills.edu](mailto:Justine.munger@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: 7:15 am-8:30 pm; Maximum of 20 hours per week

Supervisor: Ashley Hansen

Phone: 641-683-5171

Email: Ashley.Hansen@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

*Department:* Student Development

**Student Life 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:* Alix McPherson, Tammie Hartley

*Phone:* 641-683-5155 or 641-683-5304

*Email:* Alix.McPherson@indianhills.edu, Tammie.Hartley@indianhills.edu

*Department:* Admissions

### Student Ambassador (FILLED)

As an Admissions Student Ambassador, you'll be a key representative of Indian Hills Community College! You'll help guide and support future Warriors by leading campus tours, assisting with admissions events, making outreach calls, entering inquiries and sharing your experience as an IHCC student. Ambassadors play a vital role in welcoming and connecting with prospective students.

#### Duties

A Student Ambassador, responsibilities include making welcoming phone calls to prospective students and their families, leading engaging and informative campus tours, and assisting with the setup and execution of admissions events. Ambassadors also represent Indian Hills Community College at select off-campus events and service projects, respond to inquiries via phone, email, or in person, and enter information into the networking system. They refer questions to appropriate staff or departments as needed, assist in training new ambassadors, and help with basic clerical and administrative tasks. Ambassadors are expected to represent IHCC's mission with accuracy, professionalism, and positivity while ensuring each visitor has a welcoming and informative experience.

#### Training

Student Ambassadors are required to participate in the Ambassador Academy, held 1–2 weeks before the start of the school year, to prepare for their role. Ongoing training sessions are provided throughout the year to keep ambassadors informed, up to date, and confident in their responsibilities. In addition, monthly meetings are held to offer continued support, foster team growth, and ensure ambassadors stay connected and well-informed about campus updates and events.

#### Qualifications

To be considered for the Student Ambassador position, applicants must be current IHCC students maintaining a GPA of 2.0 or higher. Ideal candidates are friendly, enthusiastic communicators who are dependable, team-oriented, and eager to learn. They should be comfortable sharing information about IHCC's programs and resources and take pride in representing Indian Hills in a respectful and positive manner. A good sense of humor and great coloring skills are also a fun plus!

#### Compensation & Hours:



- **Pay:** \$9.25/hour
- **Work Type:** Wage or Work-Study Eligible
- **Time Commitment:** Flexible up to 20 hours/week (minimum of 3 hrs/week)

### Applications

Students interested in becoming a Student Ambassador should send an email to Nailly Alvarenga at **Nailly.Alvarenga@indianhills.edu** expressing their interest in the position. You can also reach out or submit a general inquiry to **admissions@indianhills.edu**. To be eligible, candidates must be currently enrolled at Indian Hills and in good academic standing with a GPA of 2.0 or higher. We look forward to hearing from you!

*Department:* Academic Success Center

### Success Center Receptionist/Computer Assistant

*Job Duties:* Job requires a friendly person with a good personality who can greet and help people in many ways in the Academic Success Center. Clerical duties including answering the telephone, front desk attendant for the sign-in system in the Academic Success Center, attendant in the 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:* Susan Guffey

*Phone:* 641-683-5245

*Email:* Susan.Guffey@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

Department: Arts & Sciences

**Welcome Center Desk Attendant (FILLED)**

Job Duties: Duties include working closely with the A&S Department Office Manager and Dean; greet people as they enter the A&S building; answer questions about location of classrooms, professor offices, program offices, etc; other duties as assigned.

Qualifications/Special Skills: Reliable, good communication skills, good customer service skills.

Days Needed: Monday-Thursday

Hours Needed: position 1: M-Th 8:00am-11:30am 14 hours per week ; position 2: M-Th 11:30am-3:00pm; Maximum of 20 hours per week

Supervisor: Amy Taylor

Phone: 641-683-5154

Email: Amy.Taylor@indianhills.edu

## GROUPS, & LANDSCAPE ASSISTANT POSITIONS-

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: Jerry Phillips

Phone: 641-683-5211

Email: Jerry.Phillips@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 (FILLED)**

*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:* Mallory Woltering

*Phone:* 641-683-5288

*Email:* Mallory.Woltering@indianhills.edu

*Department: Athletics*

**Cross Country/Track and Field Manager (FILLED)**

**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: Athletics – Men's Basketball*

**Men's Basketball Manager**

**Job Duties:** Laundry, Game Set-Up, Practice preparation, film exchange, Work closely with coaching staff to handle day-to-day operations

**Qualifications/Special Skills:**

Time Management skills, problem solving, Organizational skills, broad understanding of the game of basketball with an understanding of game film and stats. Held to a high standard to represent the program the best they can!

**Days Needed:** Monday-Saturday, 8am-5pm, depending on training/match schedule

**Hours Needed:** Monday - Sunday, not to exceed 20 hours per week.; maximum of 20 hours per week

**Supervisor:** Trey Rakes

**Phone:** 502-762-7284

**Email:** Trey.Rakes@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:* Zachary Newton

*Phone:* 201-741-2136

*Email:* Zachary.Newton@indianhills.edu

*Department:* Athletics

**Sports Medicine Student Worker**

*Job Duties:* Assist sports medicine staff in the athletic training room with treatments, cleaning, setting up for practices and/or games, record keeping, and possible supervision of student athletes while in the athletic training room.

*Qualifications/Special Skills:*

Attention to detail, discretion, professionalism.

*Days Needed:* Monday-Thursday, some weekends as needed. Flexible

*Hours Needed:* Flexible; maximum of 20 hours per week

*Supervisor:* Laura Goehring

*Phone:* 641-683-5111, x1777

*Email:* Laura.Goehring@indianhills.edu

## **CAFETERIA SERVICEPERSON POSITIONS-**

*Department:* Food Service

**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.

Friday, Saturday and Sunday Lunch and Dinner hours available

Hours Needed: Maximum of 20 hours per week

Supervisor: Morgan Johnson

Phone: 641-683-5195

Email: Morgan.Johnson@indianhills.edu

*Department*: Food Service

### 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*: Food Service

### 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:* Kim Dreaden

*Phone:* 641-683-5111 ext. 1738

*Email:* Kim.Dreaden@indianhills.edu

*Department:* Health Sciences

**Dental Hygiene Receptionist – Available Winter & Spring terms only (FILLED)**

*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 during Winter term (flexible days/times), During Spring term Friday 8:00-12:00 and another day can be flexible.

*Hours Needed:* 10-20 hours per week.

*Supervisor:* Ashley Glosser

*Phone:* 641-683-5111, x1877

*Email:* Ashley.Glosser@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



*Department:* WarriorTech - Student Technician

### **WarriorTech - Student Helpdesk**

*Job Duties:* WarriorTech, the student helpdesk at Indian Hills Community College, is seeking dedicated and tech-savvy Part-Time Student Technicians to join our team. This position offers an excellent opportunity for students to gain valuable hands-on experience in the field of information technology while providing essential support to their fellow students and faculty.

#### *Key Responsibilities:*

- **Technical Support:** Provide timely and effective technical support to students, faculty, and staff for a variety of hardware and software issues. Troubleshoot and resolve computer and software problems.
- **Hardware Maintenance:** Assist in the setup, configuration, and maintenance of computer systems, printers, scanners, and other technology equipment in the Warrior Commons.
- **Software Assistance:** Aid users in installing, updating, and using various software applications, including Microsoft Office, web browsers, and specialized software used for coursework.
- **Network Connectivity:** Assist with network connectivity issues, including Wi-Fi setup, troubleshooting, and helping users connect to the college's network resources.
- **User Training:** Offer basic training to users on various software applications and technology tools. Help users understand best practices for cybersecurity and data privacy.
- **Documentation:** Maintain accurate records of support requests, resolutions, and inventory. Create user-friendly guides and documentation for common technical issues and solutions.
- **Customer Service:** Provide exceptional customer service by addressing user inquiries in a courteous and professional manner. Ensure a positive experience for all visitors to the WarriorTech helpdesk.
- **Team Collaboration:** Collaborate with other WarriorTech team members and IHCC IT staff to tackle complex technical challenges and enhance the overall IT support services provided by the department.

#### *Qualifications/Special Skills:*

- Current enrollment as a student at Indian Hills Community College.
- Strong interest in technology and a desire to gain practical work-based learning experience.
- Basic knowledge of computer hardware, software, and operating systems.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.



- Strong problem-solving skills and attention to detail.
- A commitment to maintaining user privacy and data security.

Days/Hours Needed: This is a part-time position with flexible hours to accommodate the candidate's class schedule; Maximum of 20 hours per week

Supervisor: Cory Lamb, Chief Operating Officer

Phone: Paige Legvold, 641-683-5323

Email: Paige.Legvold@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

**Clerical Assistant – North Campus**

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: Andy Summers

Phone: 641-683-5111, x1745

Email: Andy.Summers@indianhills.edu

Department: Advanced Technology Center

**Diesel Tech Lab Assistant – North Campus**

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

Qualifications/Special Skills: Automotive, Heavy Equipment, Agricultural Equipment, and Heavy vehicle parts and shop layout knowledge is required.

Days Needed: 4 per week

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

Supervisor: Nate Fletcher, Diesel Technology Instructor

Phone: 641-683-5111, x1756

Email: Nate.Fletcher@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: 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: Shelley Wood  
Phone: 641-683-5293  
Email: Shelley.wood@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: Rick Guffey

Phone: 641-683-4272

Email: Rick.Guffey@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;  
Maximum of 20 hours per week

Supervisors: Susan Guffey

Phone: 641-683-5245

Email: Susan.Guffey@indianhills.edu

# 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).