

# FEDERAL WORK STUDY INFORMATION

**You've been awarded Work Study eligibility, but you won't get these funds unless you go find your campus job and do the paperwork, just like any job. These are jobs; and regular attendance, punctuality, and completing assigned duties are required. Here is more information:**

*HOW DO I FIND MY WORK-STUDY JOB? Position Descriptions are posted on the IHCC Website: [www.indianhills.edu](http://www.indianhills.edu)*

**Click on: "Current Students," "Tuition & Financial Aid," "Work Study Program," then either "Ottumwa or Centerville Campus."**

- IMPORTANT! First things first: Eligible students will be sent their work-study application, then: 1. Find/Secure a job; 2. Turn in all required work-related forms; 3. Earn \$\$\$\$!
- All Work-Study jobs pay: \$7.25/hour.
- It looks good on your resume when you go for a "real-world" job.
- It's great networking! You'll make good contacts for valuable references to use in future job searches.
- Most students work 10-15 hours/week, Monday through Thursday, with some positions having weekend hours available. Most positions offer very flexible hours to accommodate your class schedule.
- SAMPLE JOBS: Library Assistants, Child Care Assistants, Cafeteria Service Personnel, Maintenance Assistants,
- Clerical Assistants, Laboratory Assistants, etc.
- OFFICES/DEPARTMENTS/AREAS ON CAMPUS WITH WORK-STUDY JOBS: Academic Affairs, Academic Counseling, Advanced Technology Department, Art Department, Aviation Department, College Bookstore, Business Office, Cafeteria, Child Care Center, Customized Learning, Educational Opportunity Center, Enrollment Services (Admissions, Financial Aid, Registrar), Foundation Office, Grounds/Horticulture Department, Hellyer Student Life Center, Housing, Library, Music Department, Net Center, Recruiting, Science Lab, Service Printing, Stage Lighting, Student Union, and Success Center.

NOTE: Length of Work-Study positions are contingent upon available Federal funds. You must demonstrate "financial need" based on the current academic year's FAFSA in order to be eligible for a Work-Study position. All Work-Study students must be enrolled at least half-time each term, as well as SAP-compliant. Students cannot work during their scheduled class hours.