

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

**Federal Work Study is unavailable during the 22/SU term.**

Federal Work-Study resumes August 29, 2022. **You will need to complete a 2022-2023 FAFSA application and have an award letter to determine if you are eligible to work for the fall term, beginning August 29, 2022.** 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 2022-2023 FAFSA application. Work Study applications will be mailed out early August, and subsequent applications will be mailed out weekly as students are awarded. 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 2022-2023 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 2022-2023 at <https://studentaid.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 1<sup>st</sup>. 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 (Unavailable 22/SU Term)**

*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, x2241

*Email:* Patricia.Babbitt@indianhills.edu

*Department:* Athletics

**Concession Stand Assistant (Unavailable 22/SU Term)**

*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, x2225; Angela Ocker

Email: Angela.Ocker@indianhills.edu

*Department*: Maintenance/Building & Grounds

**Custodial Assistant/Gardener (Unavailable 22/SU Term)**

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*: Upward Bound

**HS tutors (Centerville) (Unavailable 22/SU Term)**

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, x2221

Email: Gregory.Teets@indianhills.edu

*Department*: Snack Bar

**Food Service Assistant (Unavailable 22/SU Term)**

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: Laura Tomlin

Phone: 641-856-2143, x2217

Email: Laura.Tomlin@indianhills.edu

*Department:* Agriculture

**Land-Based Business Assistant (Unavailable 22/SU Term)**

*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 and ICN Assistant (Unavailable 22/SU Term)**

*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, x2237

*Email:* Deb.Worley@indianhills.edu

*Department:* Advanced Technology

**Landscape and Turf grass Assistant (Unavailable 22/SU Term)**

*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:* Advanced Technology

**Landscape Assistant – Athletic Fields (Unavailable 22/SU Term)**

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: 641-856-2143, x2203

Email: Neric.Smith@indianhills.edu

*Department:* Student Services

**Receptionist/Secretary Assistant – Administration Building (Evening)  
(Unavailable 22/SU Term)**

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, x2225

Email: Angela.Ocker@indianhills.edu

*Department:* Student Services

**Receptionist/Secretary Assistant – Administration Building (Daytime)  
(Unavailable 22/SU Term)**

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, x2225

Email: Angela.Ocker@indianhills.edu

*Department:* Science

**Science Laboratory Assistant (Unavailable 22/SU Term)**

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:* Student Services

**Success Center Clerical Assistant (Unavailable 22/SU Term)**

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 x2200

*Department:* Athletics

**Team Manager – Baseball (Unavailable 22/SU Term)**

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, x2212

Email: Matthew.Torrez@indianhills.edu

*Department:* Athletics

**Team Manager – Wrestling (Unavailable 22/SU Term)**

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 (Unavailable 22/SU Term)**

*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:* Mike Matthes

*Phone:* 641-437-4102

# ANNUAL NON-DISCRIMINATION STATEMENT

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**Non-Discrimination Policy:** 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.).

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

- Accounting Assistant
- 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 Networks & Security
- Computer Software Development
- Construction Management
- Construction Technology
- Criminal Justice\*
- Culinary Arts
- Dental Assisting\*
- Dental Hygiene\*
- Diesel Technology
- 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/Insurance Coding\*
- Medical Laboratory Technology\*
- Occupational Therapy Assistant\*



- Paramedic\*
- Paramedic Core\*
- Pharmacy Technology\*
- Phlebotomy Technician\*
- Physical Therapist Assistant\*
- Practical Nursing\*
- Radiologic Technology\*
- Respiratory Care\*
- Robotics/Automation Technology
- Surgical Technology\*
- Sustainable Agriculture & Entrepreneurship
- Welding Technology

If you have questions or complaints related to compliance with this policy, please contact Associate 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 Learning Services, 683-5174, [learningservicesequity@indianhills.edu](mailto:learningservicesequity@indianhills.edu) (students with disabilities); 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.p](http://www.indianhills.edu/academics/nondiscriminationadmissioncriteria.p)

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