IHCC Federal Work-Study Positions - Community Service

Students awarded Federal Work-Study may apply for positions now. Employment may begin as early as August 31, 2026, after all required hiring paperwork has been completed. To be eligible to apply, you must:

- Complete the **2026–2027 FAFSA**
- Receive your **Financial Aid Offer Letter**.
- Be awarded **Federal Work-Study**, which will appear under **My Awards** in the Financial Aid section of your Win Account.

Federal Work-Study applications are mailed beginning **August 1, 2026**, to students who have been awarded Federal Work-Study. Applications for students who receive a Federal Work-Study award after that date will be mailed weekly.

How to Apply for a Federal Work-Study Position

1. Receive your Federal Work-Study application. If you need a replacement application, please visit OneStop.
2. Review the job postings below and contact the listed supervisor to schedule an interview.
3. If you are offered a position, follow the instructions included with your application to complete the hiring process.

Please note:

- Some positions may be filled as applications are received.
- Federal Work-Study positions are not available during the summer term.

Not Awarded Federal Work-Study?

To be considered for a Federal Work-Study award, you must submit the 2026–2027 Free Application for Federal Student Aid (FAFSA). The FAFSA form is used to determine eligibility for Federal Work-Study, Federal Pell Grants, Federal Student Loans, and other forms of financial aid.

After your FAFSA is processed, you will receive a Financial Aid Offer Letter outlining the financial aid you are eligible to receive, including a Federal Work-Study award, if applicable

Completing the FAFSA and receiving a Financial Aid Offer Letter does **not** guarantee a Federal Work-Study award. Awards are based on financial aid eligibility, as determined through the FAFSA, and the availability of program funding.

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Organization: Agency Public Library
Agency Public Library Director
Job Duties: Assists the Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policy. The Assistant Director supervises the operation of the Technical Services and Circulation Departments and directs staff training. The Assistant Director will coordinate special projects, as requested.
This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.
1. Acts as resource person for daily operations and for Library Director in his/her absence.
2. Assists the Library Director in technology, budget, building, and administrative matters.
3. Oversees technical services and circulation departments.
4. Supervises cataloging, classification, and processing of all library materials using ALA and Dewey principles and practices.
5. Provides reference and readers advisory service to the public.
6. Assists Director in gathering statistics for the State Library of Iowa Annual Report and other reports.
7. Recommends technology-related and patron-related policies and procedures to Library Director.
8. Participates in long-range planning process for the library, including recommending changes or improvements and developing new types of services and operations.
9. Stays up-to-date on professional developments through participation in professional organizations, system meetings, workshops, and continuing education opportunities. 10. Participates in collection development decisions with Librarians. 11. Other duties as assigned.
Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.
Qualifications/Special Skills: Good organizational skills, good customer service skills.
Days Needed: Tuesday-Friday
Hours Needed: 10:00 am – 2:00 pm T-TH, and 1 pm - 4 pm Fridays; Maximum of 20 hours per week
Supervisor: Kathleen Caldwell
Phone: 641-937-6002

Organization: Blakesburg Public Library
Blakesburg Public Library Assistant
General Duties: Work with library team, assisting in operation of the Blakesburg Public Library, providing homework assistance, and reading with/to children during library story times and after school.
Education: Must be high school graduate or equivalent. Must be enrolled at Indian Hills Community College and eligible for Work Study position.
Qualifications/Special Skills: Good organizational skills, good customer service skills, must be able to use variety of Office and Google Doc applications and proficient in using computers and other information technology.
Days Needed: Monday-Saturday
Hours Needed: 3:15 – 8:30 p.m. Monday through Friday; 8:00 – 2:00 p.m. Saturday. Maximum of 20 hours per week; schedule will be based on class schedule and availability.
Specific Job Duties:

A. Assist patrons in using library services and resources.
B. Check materials in and out for patrons.
C. Shelve returned items.
D. Process magazines for collection.
E. Provide research and reference assistance.
F. Assist elementary, junior high and high school students with homework (helping locate sources, or use Learning Express homework helper program).
G. Read to/with students who need assistance during Saturday morning story time, and after school during homework help hours.
H. Assist library staff in maintaining accurate library statistics.
I. Provide computer/information technology assistance.
J. General housekeeping duties (dusting, sweeping, etc.).
K. Other duties as may be assigned.

Supervisor: Cheryl Talbert
Phone: 641-938-2834 or 641-777-0048
Blakesburg Public Library / City of Blakesburg is an Equal Employment Opportunity employer.

Organization: Sieda Community Action (*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: 7:00 am-5:30 pm; Maximum of 20 hours per week
Supervisor: Ranae Banicky
Phone: 641-207-3459
Email: rbanicky@sieda.org

Organization: Davis County Elementary School
Davis County Elementary School Reading/Math Tutor
Job Duties: Reading/Math Tutor to elementary students.
Qualifications/Special Skills: Strong reading/math skills, good communication skills.
Days Needed: Monday-Thursday
Hours Needed: 7:15 am-4:45 pm; Maximum of 20 hours per week
Supervisor: Jennifer Donels
Phone: 641-664-2200

Organization: Enrollment Services
Support Staff for Literacy and Reading Activities (Unavailable until 26/WI term)
Job Duties: This position requires a person who is reliable, trustworthy, and able to work independently to provide assistance for the literacy and reading activities event. Student will provide community service-related work, specifically focused on providing reading activities assistance to children who are preschool age or are in elementary school, such as but not limited to; interacting with the children, making learning materials, and event set-up.
Qualifications/Special Skills: Must be a currently eligible Federal Work-Study student and IHCC Student Ambassador. Must be reliable and work independently.
Days Needed: Special December Event; December 2025
Hours Needed: 4:30 pm-7:00 pm
Supervisor: Ranae Molkenthin
Phone: 641-683-5306

Organization: Fremont Elementary School
Fremont Elementary School Reading/Math Tutor
Job Duties: Reading/Math Tutor to elementary students.
Qualifications/Special Skills: Strong reading/math skills, good communication skills.
Days Needed: Monday-Thursday
Hours Needed: 7:15 am-4:45 pm; Maximum of 20 hours per week
Supervisor: Joellen Breon
Phone: 641-933-4211

Organization: TBD (Elementary School or Library or other non-profit agency within our 10-county region that is open to the public)
Support Staff Reading/Math Tutor
Job Duties: This position requires a person who is reliable, trustworthy, and able to work independently to provide reading/math tutoring to children who are preschool age or are in elementary school.

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.
Days Needed: Monday-Thursday
Hours Needed: 7:15 am-4:45 pm; Maximum of 20 hours per week
Supervisor: Barbara Lisk
Phone: 641-683-5317
Email: Barbara.Lisk@indianhills.edu

Continuous Non-Discrimination Statement
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 (students, faculty and staff); Executive Dean, Centerville Campus and Academic Services, (641) 683-5181, 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.