

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

Federal Work-Study resumes August 26, 2024. **You will need to complete a 2024-2025 FAFSA application and have a Financial Aid Offer Letter to determine if you are eligible.** Federal Work-Study awards will appear on your Financial Aid Offer Letter for eligible students. **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 offered on your Financial Aid Offer Letter and you would like to see if you qualify for work-study, please visit the OneStop in the Bennett Student Services Building. If you need help completing the 2024-2025 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 2024-2025 at <https://studentaid.gov/>
2. Receive your Financial Aid Offer Letter and Federal Work-Study application. This application was included in your Financial Aid Offer Letter mailing if you were awarded after August 1st. If Federal Work-Study was not offered on your Financial Aid Offer Letter and you would like to see if you qualify for work-study, please visit the OneStop in the Bennett Student Services Building.
3. Review the job postings below. Contact the supervisor listed to 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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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: 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: 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

ANNUAL NON-DISCRIMINATION STATEMENT

Non-Discrimination Policy: It is the policy of Indian Hills Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or

actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), 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 the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Alix McPherson, Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Noel Gorden, Executive Dean, Centerville Campus and Academic Services, (641) 683-5181, disability@indianhills.edu (students with disabilities); or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number (312) 730-1560, fax (312) 730- 1576, ocr.chicago@ed.gov.