

# STUDENT EMPLOYMENT OPPORTUNITY

\_\_\_\_\_ Federal Work Study Only                      Date posted:

\_\_\_\_\_X\_\_\_\_\_ Federal Work Study and/or Non-Work Study

**JOB TITLE:** Student Worker – Child Development Lab  
**NUMBER OF POSITIONS:** Varies depending on enrollment

**DEPT/LOCATION:** SSS-CDL

**CONTACT INFORMATION:**

Jessica Keith

Email: [Jessica.keith@heartland.edu](mailto:Jessica.keith@heartland.edu)

Phone: 268-8208

**DUTIES:** Assist classroom teacher in the care and education of children 6 weeks to 5 years. Perform duties to assist in classroom maintenance and routines.

**QUALIFICATIONS:** Experience working with young children. Willingness to be part of a team dedicated to nurturing and guiding the development of young children. Patience, flexibility, positive attitude, and excellent communication skills.

**LEARNING OBJECTIVE:** Apply knowledge and skills to classroom requirements.

**ESSENTIAL COMPETENCY:** CT1: Students gather knowledge and can apply it to a new situation.

**NUMBER OF HOURS/WEEK:** up to 20

**HOURLY WAGE:** \$11.00

**GENERAL WORK SCHEDULE:** To be determined. The CDL is open 7:30-5:00 Monday-Friday

**PLEASE SUBMIT YOUR EMPLOYMENT APPLICATION TO  
THE FINANCIAL AID OFFICE.**

**THE DEPARTMENT WILL CONTACT YOU DIRECTLY IF YOU  
ARE SELECTED FOR AN INTERVIEW.**

**Work Study Reference Sheet**

**General Information:**

- For a student to be eligible for work study, they must be enrolled in at least 6 credit hours, maintain a 2.00 GPA and have need (need is calculated based on FAFSA information and assistance a student is receiving).
- The average work study student at Heartland is eligible for \$3000 for the Fall/Spring school year. At \$11.00/hr, \$3000 equates to a student working 8-10 hrs. per week for 32 weeks (16 weeks per semester).
- Summer work study eligibility is determined on a yearly basis based on our work study allotment from the Department of Education and our usage during the preceding fall and spring semesters.
- Advertising for a student worker positions is done through the Financial Aid Office.
- Student employment applications are available in the Financial Aid Office and are submitted to the Financial Aid Office to check for work study eligibility and then are forwarded onto the departments the student noted.

**Changes effective fall 2017**

- Job postings will need to include a learning objective and a HCC Essential Competency.
- Students hired for Assistant II positions must be work study eligible; you will need VP approval to hire a non-work study student for an Assistant II position.
  - Examples of Assistant II positions are: Ambassador, Assistant II, Lab Assistant II, Peer Mentor and Peer Tutors.
- Assistant I positions will continue to be open to work study and non-work study at the department's discretion based on budget and needs.
- Please contact HR if you are unsure on the classification of the position you are hiring for.