

STUDENT EMPLOYMENT OPPORTUNITY

Federal Work Study Only Date posted:

Federal Work Study and/or Non-Work Study

JOB TITLE: Aide/Assistant I **NUMBER OF POSITIONS:** 1

DEPT/LOCATION: Executive Office, CCB Suite 2000

CONTACT INFORMATION: Laura Mai, Executive Assistant; 309-268-8103

DUTIES: Filing (file documents in SharePoint using a consistent naming format, updating names for existing files), answer telephone, assist with projects as needed.

QUALIFICATIONS: Computer experience (e.g., SharePoint, Excel, Word), attention to detail.

LEARNING OBJECTIVE: Staying on task and completing projects.

ESSENTIAL COMPETENCY:

NUMBER OF HOURS/WEEK: 8 minimum **HOURLY WAGE:** \$11

GENERAL WORK SCHEDULE: 4 hours/day 2 days/week (it can vary from this)

**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.