

# STUDENT EMPLOYMENT OPPORTUNITY

Federal Work Study Only      Date posted: June 2, 2021

Federal Work Study and/or Non-Work Study

**JOB TITLE:** Student Worker      **NUMBER OF POSITIONS:** 1-2

**DEPT/LOCATION:** STEM, ICN 2000 Suite

**CONTACT INFORMATION:** Jeremy McClure

## **DUTIES:**

- Basic office duties including: filing, shredding, assisting at the front desk as needed, answering the telephone, assisting with projects as needed
- Welcome and assist visitors entering the office suite

## **QUALIFICATIONS:**

- Ability to use computers (e.g., Outlook, SharePoint, Excel, Word)
- Attention to detail
- Excellent customer service

**LEARNING OBJECTIVE:** In this position, the student will assist faculty and staff members with administrative tasks. They will develop the skills needed to effectively communicate and respond to situations professionally.

## **ESSENTIAL COMPETENCY:**

**NUMBER OF HOURS/WEEK:** 10-20

**HOURLY WAGE:** \$11

**GENERAL WORK SCHEDULE:** Positions available for mornings and afternoons

**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.