

STUDENT EMPLOYMENT OPPORTUNITY

_____ Federal Work Study Only Date posted:

___x___ Federal Work Study and/or Non-Work Study

JOB TITLE: Library Assistant – Technical Services

NUMBER OF POSITIONS: 1

DEPT/LOCATION: Library

CONTACT INFORMATION: Erin Zimmerman
erin.zimmerman@heartland.edu

DUTIES: Fulfilling requests for library materials, assisting in the organization and maintenance of the library's physical collection, and other library clerical duties

QUALIFICATIONS: Excellent organization skills, methodical manner, and strong attention to detail; Ability to learn quickly and adapt to changes in systems, policies, and procedures

LEARNING OBJECTIVE:

ESSENTIAL COMPETENCY: Technology; Problem Solving/Critical Thinking

NUMBER OF HOURS/WEEK: 10-20 hours/wk

HOURLY WAGE: \$12.00/hr

GENERAL WORK SCHEDULE: Hours to be scheduled between 7 am and 8 pm

**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.