

# STUDENT EMPLOYMENT OPPORTUNITY

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

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

**JOB TITLE:** Administrative Support

**NUMBER OF POSITIONS:** 1-2

**DEPT/LOCATION:** LASS/ICB 2000 and 2100 suites

**CONTACT INFORMATION:** Debbie Chiaventone

**DUTIES:**

- Welcoming front desk presence
- Basic office duties including: filing, shredding, answering the phone, assisting faculty with office tasks, assisting admin. Staff with projects as needed
- Assisting division coordinator as needed

**QUALIFICATIONS:**

- Excellent customer service
- Attention to detail
- Ability to learn to use office technology including phone, computers and copiers

**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:** Communication

**NUMBER OF HOURS/WEEK:** 5-20      **HOURLY WAGE:** \$12.00

Division has opening for 20 total hours per week, so hours available depends on number of students hired.

**GENERAL WORK SCHEDULE:** LASS office is open M-F 8:00am to 4:30pm. Exact hours of employment to be determined.

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

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

### 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 \$12.00/hr, \$3000 equates to a student working 7-9 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.
- The Financial Aid Office advertises student worker positions.
- Student employment applications are available in the Financial Aid Office, submitted to the Financial Aid Office to check for work-study eligibility, and then forwarded to 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 open position.