

STUDENT EMPLOYMENT OPPORTUNITY

_____ Federal Work Study Only Date posted:

___X___ Federal Work Study and/or Non-Work Study

JOB TITLE: Student Worker

NUMBER OF POSITIONS: 1

DEPT/LOCATION: Heartland Community College Pontiac

CONTACT INFORMATION: Stacey Shrewsbury

DUTIES: Assist students and general public with room location, computer & printer access, answer phones, and respond to questions as needed. Lock classrooms and facility at the end of the day. Complete short-term projects as assigned by HCCP staff.

QUALIFICATIONS: Enrolled minimum of 6 hours, maintain 2.0 or greater GPA. Excellent communication and people skills, self-motivated, and willingness to learn new skills.

LEARNING OBJECTIVE: Develop job experience and serve as an example of HCC student to the students and community at HCCP.

ESSENTIAL COMPETENCY: Communication, Problem Solving/Critical Thinking, Diversity, Ethics/Social Responsibility, Technology

NUMBER OF HOURS/WEEK: 6-12/Wk **HOURLY WAGE:** \$12.00

GENERAL WORK SCHEDULE: Monday & Wednesday 4-9pm, Tuesday 7-9pm for Fall 2022 semester

**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.