



603 West Park Street
Sheldon, Iowa 51201
712-324-5061 or 1-800-352-4907
finaid@nwicc.edu

WORK-STUDY

Position: College Store Assistant

Location: NCC
College Store
603 West Park Street
Sheldon, IA 51201

Job Duties and Responsibilities: Assist with textbooks, clothing, and giftware. Responsibilities include unpacking boxes, pricing, assisting customers, working the cash register, returning books, as well as cleaning, customer service, and some computer work.

Job Qualifications: Dependability and some heavier lifting. Background check is required.

Wage Rate: \$7.25 per hour

Length of Student's Employment: Students are eligible for work-study for the current academic school year.

Supervisor Contact: Rod Borer, 712-324-5061 ext. 155 or rborer@nwicc.edu

What is Work-Study?

- The work-study program is a federally funded program that offers students part-time employment opportunities. Work-study positions are available on-campus and also off-campus with community service agencies.
- Work-study eligibility is indicated on a student's financial aid Award Letter.
- Work-study positions are not assigned and are not guaranteed. It is the student's responsibility to pursue the work-study opportunities of interest.
- Students who are hired for a work-study position are paid once a month for the hours worked in the previous month.
- Students may contact their instructor if they are interested in a work-study position specific to their program.

How to Apply?

- Contact the supervisor listed above to inquire about the application process.

Hired... What's Next?

- Complete I-9 and W-4 paperwork with the Human Resource Office.
- These forms must be completed BEFORE a student may begin work.