



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

WORK-STUDY

Position: Continuing Education Assistant

Location: NCC
603 West Park Street
Sheldon, IA 51201

Job Duties and Responsibilities: To assist the personnel of Continuing Education in compiling and typing composites of evaluations, assembling folders, scanning, data entry, and general office duties.

Job Qualifications: Computer skills, typing skills, proofreading and accuracy skills.

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: Jennifer Dokter, 712-324-5061 ext. 123 or jdokter@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.