



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

## WORK-STUDY

**Position:** Library Assistant

**Location:** NCC  
603 West Park Street  
Sheldon, IA 51201

**Job Duties and Responsibilities:** Assisting in the day-to-day running of NCC's Library including providing customer service and general information to students, staff and community members, library tasks such as shelving, filling supplies, cleaning, organizing and scanning documents, checking in and out materials, assisting in the processing of new materials, and covering for staff breaks, which may include evening hours.

**Job Qualifications:** Reliable and responsible, good customer service skills, basic computer skills, ability to learn to use the library print and electronic resources, and general office 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:** Molly Galm, 712-324-5061 ext. 116 or mgalm@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.