



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

WORK-STUDY

Position: Career Academy Assistant

Location: Career Academy
Orange City, IA 51041

Job Duties and Responsibilities: Provide friendly and professional customer service to students, participants, and visitors of the Career Academy. Work with instructors and MOC-FV staff to ensure proper cleanliness, maintenance, and functionality of the building. Support and communicate with the Director of Secondary Programs. Provide support for events and activities held at the Career Academy. Effectively demonstrate proper use of customer service and ethical standards while representing NCC.

Job Qualifications: Enrollment at NCC and work-study eligible.

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: Beth Frankenstein, 712-324-5061 ext. 242 or bfrankenstein@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.