



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

## WORK-STUDY

**Position:** Arts & Sciences/Business & Health Division Dean Assistant

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

**Job Duties and Responsibilities:** To assist the Dean in the Arts & Sciences/Business & Health Division with filing, typing, mailing, special projects, and other various office duties.

**Job Qualifications:** Basic computer skills, filing, organizational skills, and confidentiality.

**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:** Rhonda Pennings, 712-324-5061 ext. 188 or [rpennings@nwicc.edu](mailto:rpennings@nwicc.edu), or Stephanie Peterson, 712-324-5061 ext. 239 or [speterson@nwicc.edu](mailto:speterson@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.