

**NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA**

JOB DESCRIPTION

- TITLE:** Enrollment Management Student Employee
- DIVISION:** Student Services
- SUPERVISOR:** Director of Enrollment Management
- BASIC FUNCTION:** To assist the Enrollment Management office.
- QUALIFICATIONS:** Required – Must be currently enrolled in one or more classes at Northwest Iowa Community College (NCC).
Keyboarding and telephone experience.
Organizational skills.
Experience with assisting with current and prospective student needs.

DESIRED QUALITIES AND CHARACTERISTICS:

1. Ability to understand and follow written and verbal instructions.
2. Ability to communicate and get along with co-workers.
3. Ability to work alone without supervision as well as part of a team.

DUTIES/RESPONSIBILITIES:

Duties include, but are not limited to, the following –

1. Computer work.
2. Assembling mailings.
3. Working with student files.
4. Other duties as assigned.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

PHYSICAL ACTIVITY

N = Not Applicable O = Occasional (10-33%) C = Constant (67-100%)
S = Seldom (1-9%) F = Frequent (34-66%)

- O Stooping: Bending body downward and forward by bending spine at the waist.
- S Kneeling: Bending legs at knee to come to a rest on knee and hands.
- S Crouching: Bending body downward and forward by bending leg and spine.
- N Crawling: Moving about on hands and knees or hands and feet.
- O Reaching: Extending hand(s) and arm(s) in any direction.
- O Standing: Particularly for sustained periods of time.
- C Sitting: Particularly for sustained periods of time.
- O Walking: Moving about on foot to accomplish task, particularly for longer distances.
- S Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, and outward.
- S Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- S Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- S Grasping: Applying pressure to an object with the fingers and palm.
- C Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- C Hearing: Perceiving the nature of sounds.
- N Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. (5 ft. height.)
- N Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- O Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- C Visual Acuity: View computer and/or close visual work less than 18" of distance.
- O Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

ENVIRONMENTAL CONDITIONS

None. Worker is not substantially exposed to adverse environmental conditions such as a typical office or administrative work.

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WAGE/SALARY RANGE: \$9.75 per hour

APPLICATION CLOSING DATE: Applications accepted until the position is filled.

ANTICIPATED EMPLOYMENT DATE: Current academic year.

WHAT IS THE WORK-STUDY PROGRAM?

- 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 your Award/Offer letter.
- Work-Study positions are not assigned and are not guaranteed. It is your responsibility to pursue the work-study opportunities of interest to you.
- Work-Study opportunities may be limited for those students not residing the NCC area during the enrollment period.
- Students who are hired for a Work-Study position are paid once a month for the hours worked in the previous month. Work-Study funds do not get applied directly to your bill.
- You may contact your instructor if you are interested in a Work-Study position specific to your program.

HOW TO APPLY

- Review positions listed in this Work-Study Brochure or check out current open positions online at bit.ly/ncc-workstudy.
- Contact the Supervisor listed to inquire about the position, discuss the application process, and arrange an interview.

I'M HIRED . . . NOW WHAT?

- Complete I-9 and W-4 paperwork with the direct supervisor or with the Human Resources Office.
- These forms must be completed BEFORE you begin work.

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email equity@nwiicc.edu, phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: OCR.Chicago@ed.gov.