ECC Work Study

Ellsworth Community College offers a variety of on-campus jobs to students. The Federal Work Study program is for students who qualify based on their financial need as determined by the Financial Aid Office. Our Institutional Work Study program is designed for students who do not qualify based on financial need. Both programs offer part-time, on-campus positions and students can generally work 10 hours per week and are paid at the current federal minimum wage rate. Students will need to complete the Work Study Application and return it to the ECC Financial Aid Office.

Forms

- General Information and Checklist for Applying
- Work Study Guidelines and Responsibilities
- Work Study Application

What is Federal Work Study?

- The Federal Work Study program is a need-based program that offers students a chance to work a part-time job to earn money to help pay educational or personal expenses.
- Funds for federal work study are limited, and not all students who are eligible can be placed on the program.
- Student workers will be paid minimum wage, twice a month.

Federal Work Study Qualifying Guidelines

- Your eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA). You are awarded an allotment which may be earned through part-time employment in work study approved positions on campus.
- You must be enrolled at least half-time (six credit hours per semester) to be eligible for this program.

Checklist in Applying for Federal Work Study Position

- Complete a FAFSA.
- After reading the work study qualifying guidelines, if you are interested in a work study position, complete the Work Study Application and email it to brittany.myers@iavalley.edu.
- Once you have been offered a position you will need to complete the appropriate hiring paperwork with Lynn Duit, Human Resources Coordinator in the Gentle Student Center, before you begin work and before a timesheet will be sent to your supervisor.
- If you have further questions, please contact the ECC Financial Aid Office at 641-648-8525 or email brittany.myers@iavalley.edu
2015-2016 Federal Work Study Student Guidelines & Responsibilities

• Contact Lynn Duit, Human Resources Coordinator in the Gentle Student Center, to complete W-4, I-9, state reporting, and authorization forms. You cannot begin work until these documents are complete. Once the documents are complete, you should contact your supervisor and arrange a work schedule.

• Work Study is a form of Financial Aid. If you have a bill at the College, your work study earnings can be applied to your bill if you complete the Student Wage Authorization Form.
  ➢ You will receive your paycheck on a bi-weekly basis.
  ➢ Paychecks can be picked up at the Business office.

• Since Work Study is a form of financial aid, you will become ineligible for Work Study immediately if any of the following occur:
  ➢ You withdraw completely from ECC classes.
  ➢ You drop to less than half-time for the semester (less than 6 credits),
  ➢ You are put on Financial Aid termination.

• Make sure that you are completing tasks that are given to you in a timely fashion. Failure to complete job responsibilities could result in termination.

• The work study program provides an excellent opportunity to establish a favorable work record, which may serve as a valuable reference for future employment.

Timesheets Reminders

• Your timesheet must be returned to your supervisor or to Lynn Duit by the date printed on the timesheet in the upper left hand corner in order to be paid for that pay period.

• IMPORTANT: Only one timesheet will be accepted per pay period. Make sure you have the appropriate months’ timesheets before you start working each month.

• NO late timesheets will be accepted.

ECC Work Study Jobs

**Agriculture Department** – Filing paperwork, assisting with setting up Ag labs, organizing and maintaining storage room.

**America Reads** – Supervising the after school program at Rock Run Elementary in Iowa Falls and helping children with homework and reading to them. (Education Majors)

**Art Department** – Assisting in the daily operation of the art studios and their materials and supplies. Duties include remixing maintaining clay and glazes, mixing photography chemistry and darkroom maintenance, assisting in general clean-up of other materials and supplies of the art studios, and posting announcements around campus of activities related to the art department.

**Athletic Training** – Must be an Athletic Training student, a sophomore with good GPA and someone that has worked the hardest so far. (Athletic Training Majors)

**Athletic Office** – Assisting the Athletics Office by filing and organizing documents.

**Sports Statisticians** – Working at the home games. Various duties include selling tickets, running scoreboard or clock, chain gang, etc. (Football, Volleyball, Men’s Basketball, Women’s Basketball and Wrestling)
**Biotechnology** – Helping with lab setup and preparation. There also will be some office work.

**Bookstore/Student Store** – Helping with selling textbooks & merchandise, stocking shelves, folding, & cleaning.

**Business Department** – Grading papers, entering grades, and other office work as needed.

**Calkins Nature Center** – Assisting the naturalist and feeding and changing the animal pens.

**Computer Lab** – Assisting students in the Hub with basic computer questions.

**Equine Center** – Assisting the Equine Department in the feeding/care of the horses housed at the Ellsworth Equestrian Center.

**Financial Aid** – Assisting the Financial Aid Office with making loan folders and filling. Assisting with the completion of federal reports, shredding and sending notecards out to loan recipients every week.

**Financial Literacy Program** – Assisting the Financial Aid Office with default prevention by reaching out to current and previous students.

**Food Services** – Assisting the cafeteria staff with meals.

**Lab Assistant** – Helping maintain a chemical inventory, helping with overall organization of the lab rooms, keeping up with general maintenance for safe conditions in the lab, helping set up experiments and helping take care of waste chemicals. Chemistry knowledge preferred.

**Conservation Tech** – Assisting the coordinator in preparing and organizing setup and tear down of labs.

**Library** – Must be responsible and be able to work day or evening hours; greet and assist library patrons in researching, printing, and computer use with the help of the library staff. Also be the aide to the library associates with additional tasks such as filing pamphlets, shelving books and magazines, making displays and other various library duties.

**Maintenance Dept.** – Cleaning buildings (vacuum, take trash out, etc.), assisting in maintaining grounds (mowing, raking, picking up, etc.), and vehicle cleaning.

**Math** – Assisting with office and course organization, cleaning erasers.

**Music** – Filing music, handing out music, making copies, tidying up the music room, running errands, putting up posters, and addressing envelopes.

**Pool** – Lifeguards will work at the Dale Howard Family Activity Center Pool. They are responsible for the overall safety of all swimming participants, enforce pool rules, activate emergency action plan, testing chemical composition of water, and attending regular in-services. Lifeguards will also work during open lap/leisure swim times, aqua classes, and special events. (Must be lifeguard certified)

**Show Staff** – Assist in preparing for shows (mainly weekend hours for equine shows at the Hamilton Campus).

**Switchboard** – Answering calls at the switchboard, acknowledging visitors/students, handling and sorting mail, signing out keys/gas cards.

**The Hub (Front Desk)** – Greeting students into the HUB. Assisting students with logging into the Accutrack computer system. Directing students to the appropriate office, and assisting with general questions about how to request and matching tutoring schedules. Making copies and hanging posters around campus, assisting the Hub Coordinator with various duties such as maintaining the computer lab.
The Hub (Tutoring) – Assisting students with coursework in a group setting or 1:1. Assisting students with study skills, computer assistance, and specific course-related materials. Visiting classrooms and marketing their schedule to specific course groups, and providing support and encouragement to students.

Wellness Center – Working at the front desk of the Dale Howard Family Activity Center. Checking ID’s, opening/closing buildings, membership sales, locker rental, checking out facility equipment, customer service, enforcing building policies and procedures, activating emergency action plan, and assisting the director.
ECC Work-Study Application 2015-2016

If you are interested in applying for a work-study job, complete and return this form to the ECC Financial Aid Office, 1100 College Avenue, Iowa Falls, IA 50126 or fax to 641-648-3128 Attn: Financial Aid

Name ___________________________________________ Student ID ____________

Student’s College Address

Student’s Home Address

Street/Apt#/PO Box _____________________________ Street/Apt#/PO Box _____________________________

City ___________________________ State ___________________________ Zip Code ___________________________

City ___________________________ State ___________________________ Zip Code ___________________________

Home Telephone __ ____ - __ ____ - __ ____ Cell Phone __ ____ - __ ____ - __ ____

Email Address ___________________________________________

College Major ___________________________________________

College Activities ___________________________________________

College Status: ☐ Freshman ☐ Sophomore Enrollment Status: ☐ Full-time ☐ 3/4 time ☐ 1/2 time

Please check the area(s) you would be most interested in working:

☐ Agriculture Department (Ag related Majors) ☐ Maintenance Dept. (Grounds keeping/vehicle cleaning)

☐ America Reads (Education Majors) ☐ Math Department

☐ Art Department ☐ Music (participating in Music)

☐ Athletic Department (mainly evenings and weekends) ☐ Other: ___________________________

☐ Biotechnology/Renewable Energy ☐ Pool (must be lifeguard certified)

☐ Bookstore/Student Store ☐ Science Department

☐ Calkins Nature Center (Conservation Majors) ☐ Secretarial/Clerical - Office Assistant

☐ Computer Lab (Computer Majors) ☐ Show Staff (mainly weekend hours for shows at Hamilton Campus)

☐ Equine Center (Equine Majors) ☐ Switchboard (telephone operator)

☐ Financial Literacy Program ☐ The Hub (front desk)

☐ Food Services ☐ The Hub (tutoring)

☐ Lab Assistant (Science Major) ☐ Wellness Center (must be CPR Certified)

☐ Library (mainly evenings hours available)

1st Choice ___________________________ 2nd Choice ___________________________ 3rd Choice ___________________________

What hours and days are you available to work during the semester?

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**Work Experience**
List two most recent jobs if applicable. We strongly encourage you to attach your current resume.

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Incomplete applications will NOT be accepted

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I understand that submitting this application does not guarantee that I am eligible and that I will receive a work-study job assignment. If I am offered a work-study assignment, I understand that I will need to complete a W-4 packet and provide appropriate documentation to the ECC Human Resources Department prior to starting my assignment. It is our policy to keep work-study applications on file for the 2015-2016 academic year.

Signature

Date