

Application for Federal Work-Study

To be considered for a Federal Work-Study position, please complete **both sides** and return to the Northeast Financial Aid Office. You must have filed a Free Application for Federal Student Aid and show financial need. Some majors, especially those requiring multiple labs, may not fit well with work-study, as *most* positions are between the hours of 8:00 am and 5:00 pm.

Student Name

Student ID Number

Permanent Home Address

Telephone Number

City, State, Zip

E-mail Address

Academic Program of Study

College or High School GPA

I will be enrolled: Full-time Part-time

My status at Northeast: First-year student Returning student

I have previously held a Federal Work-Study position at Northeast: Yes No

If yes:

Location of work _____

Supervisor _____

My past job experiences and types of work are as follows:

Employer	Nature of Work	From Mo/Yr	To Mo/Yr

I can operate the following machines, and have these job skills:

I am fairly competent using the following computer software:

Northeast Community College takes reasonable measures to protect your personal information in accordance with all applicable federal, state and local regulations.

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.

**Federal Work-Study
Job Description for each area**

Please mark 5 areas you would prefer to work:

Admissions & Registration

- General office work

Adult Education

- Tutoring, general office work

Agriculture Department

- Data entry, filing, preparing judging packets, scanning, grading

Audio/Recording Technology Department

- Filing, grading, help with setting up labs, organizing

Auto Body Repair Technology Department

- Typing, taking pictures and video, editing and setting up displays, filing

Biology Department

- Typing, filing, data entry, grading, helping with lab set up

Broadcasting Department

- Help maintain College radio station music, data entry – entering music in automation

Building Construction

- Clean, organize area, minor repairs, painting

Business Division

- Filing, typing, proofreading, computer skills, putting together bulletin boards

Drafting Department

- Data entry into Auto CAD, compiling worksheets for quizzes and tests

Early Childhood Department

- Typing, filing, grading, mailings, editing

Elementary Schools

- Computer skills, grading, reading with children, filing and teacher aid

EMT

- Typing, bulk mailings, data entry, filing

English Department

- Typing, filing, mailings, data entry, proofreading, scanning

Farm

- Helping out at the College farm with office work and animals

Financial Aid Office

- Mailings, scanning, filing, typing, data entry

Graphic Design

- Supervise lab, setting up and taking down of equipment, scanning

Grant Department

- Scanning, filing, data entry, compiling information, preparation of documents

Heating, Ventilation, and Air Conditioning

- Typing, grading, copying, scanning

History Department

- Filing, proofreading, assisting on research help, grading

Madison County Juvenile Services tutor

- Supervising and assisting youth with homework

Math Department

- Typing, mailing, grading, computer skills, detail oriented, scanning, copying, creating documents

Music Department

- Mailings, typing, scanning, inventory, data entry

Nursing Department

- Data entry, typing, answering phones, filing, detailed oriented, mailings, grading

O'Neill Campus

- Filing, preparing classroom materials, computer skills, mailings, data entry

Physical Therapy Assistant Department

- Filing, mailings, data entry, scanning, playing patient for student practicals

Psychology Department

- Filing, word processing, organization, data entry, proofreading

Residence Halls

- Typing, filing, answering phones

South Sioux City Campus

- Typing, mailings, computer skills, filing

Speech Department

- Typing, organizing, grading

St. Michael's Elementary – South Sioux City

- Work with students on homework at the after school program, helping with before school supervision

Student Activities Office

- Typing, filing, mailings, distributing of campus posters, proofreading

Theater Department

- Data entry, theatre work, cleaning and organizing

Veteran's Lounge (Preference given to a veteran student)

- Answering phones, typing, filing, mailings, working with veteran students

Vet Tech Department

- Laundry, filing, grading, typing, scanning

Welding Department

- Welding, cleaning, general shop work, filing, inventory