

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 filled 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. In accordance with Northeast Community College Administrative Procedure AP- 7190.0, employment is contingent upon favorable results of criminal background checks.

Name	Social Security 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		To	
		Mo/Yr	Mo/Yr	Mo/Yr	Mo/Yr

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

I am fairly competent using the following computer software: _____

Federal Work-Study Job Description for each area

Please mark 5 areas you would prefer to work:

- Adult Education
 - Tutoring, customer service, general office work
- Admissions and Registration Office
 - Answering phone, filing, scanning, and mailings
- Agriculture Department
 - Data entry, preparing spreadsheets for classroom, preparing judging packets
- Audio/Recording Technology Department
 - Filing, grading, help with setting up labs, organizing
- Auto Body Repair Technology Department
 - Typing, proofreading, grading
- Biology Department
 - Grading, cleaning, filing, helping with lab activities
- Bright Horizons
 - Typing, answering phones, data entry, mailings, filing, general office work
- Broadcasting Department
 - Help maintain college radio station music, making copies, grading
- Business Division
 - Scanning, proofreading, computer skills, general office work
- Center for Enterprise
 - Graphic design major preferred, general office work
- Criminal Justice Department
 - Data entry, filing, mailings, general office work
- Dean of Humanities, Arts and Social Sciences
 - Typing, filing, mailings, general office work
- Development Department
 - Typing, filing, general office work
- Elementary Schools
 - Computer skills, grading, reading with children, filing and teacher aid
- EMT
 - Typing, bulk mailings, data entry, filing
- English Department
 - Typing, mailings, data entry, proofreading, document creating, computer skills
- Farm
 - Manual labor and maintenance
- Financial Aid Office
 - Mailings, scanning, filing, typing, data entry
- Graphic Design
 - Supervise lab, tutoring, computer skills, typing, scanning
- Heating, Ventilation, and Air Conditioning
 - Typing, grading, copying, general office work
- History Department
 - Research, grading, grading
- Marketing and Recruitment
 - Typing, filing, mailings, general office work
- Math Department
 - Typing, mailing, grading, computer skills, detail oriented, scanning, copying
- Music Department
 - Mailings, typing, Jazz Festival set up, filing
- Nursing Department
 - Data entry, typing, answering phones, filing, set up and take down of equipment
- O'Neill Campus
 - Filing, preparing classroom materials, computer skills, mailings, data entry
- Physical Therapy Assistant Department
 - Filing, organizing, mailings, equipment cleaning, playing patient for student practicals
- Psychology Department
 - Typing, filing, answering phones, proofreading, mailings
- Residence Halls
 - Typing, filing, answering phones, giving tours, mailings
- Rodeo Team
 - Farm and ranch background needed, work with animals and equipment
- South Sioux City Campus
 - Typing, mailings, computer skills, filing
- Speech Department
 - Typing, organizing, grading
- St. Michael's Elementary – South Sioux City
 - Computer skills, grading, filing, assisting teachers and students
- Student Activities Office
 - Create posters, computer skills, distribute posters around campus, mailings
- Theater Department
 - Data entry, theatre work, cleaning and organizing
- TRIO
 - General office work, mailings, scanning
- Vet Tech Department
 - Laundry, filing, grading, light to moderate cleaning of large animal facilities
- Welding Department
 - Welding, cleaning, general shop work
- West Point Campus
 - Computer skills, typing, filing, help students with registering for classes, data entry

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