Applicants are matched with department requests and are assigned to areas that correspond with their interests and abilities. Working hours are arranged around your class schedule Monday through Friday from 8 a.m. to 5 p.m. There are a limited number of positions that work after 5 p.m. or on Saturdays. Some positions are selected through interviews. The number of work hours assigned is approximately 12 hours per week, while classes are in sessions at a rate of $7.25/hr. Positions generally are filled on a first come, first served basis. Other considerations include Supervisor/Sponsor preferences, your class schedule, and priority will be given to returning sophomores, and individual skills/experience that a student possess. Assignments will generally be completed after training and employment paperwork has been completed during the first week of classes.

Please write job number you are interested in on Work Study Application in order of preference.

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301c___GCC Trio Student Support Service Assistant
Organize and maintain electronic files and folders. Perform basic data entry tasks on web based systems, Create flyers and signup sheets, update bulletin board each week/month, make photocopics and other misc. clerical duties. Keela Andrews, Supervisor (x732) kandrews@cloud.edu

302c___GCC Student Services Federal Work Study
Greet and assist current and prospective students that come in the office, answer phone calls, filing, assist with mailings, create fliers and post on campus, shredding, making copies and other misc. clerical duties. Stephanie Pitchford, Supervisor (x714) spitchford@cloud.edu

303c___GCC Science Lab Federal Work Study
Prepare microbiological media and solutions for both chemistry and microbiology lab sections, assist instructors in the science dept. Assist in maintaining bacteria cultures, wash and shelve glassware, organize and maintain laboratory and other assigned duties. Cindy Lamberty, Supervisor (x712) clamberty@cloud.edu

304c___GCC Front Desk/Research Assistant Federal Work Study
Answer phone calls, filing, assist with mailings, make photocopics, shredding and perform basic data entry tasks. Mitch Stimers, Supervisor (x725) mstimers@cloud.edu / Ashely Ortega, Supervisor (x710) aortega@cloud.edu

305c___GCC Admissions Federal Work Study
Greet and assist current and prospective students that come into office, assist with campus tours, assist with recruitment activities on and off campus, answer phone calls, filing, assist with mailings, and make photocopics. Stephanie Pitchford, Supervisor (x714) spitchford@cloud.edu

306c___GCC Student Retention Specialist Federal Work Study
Answer phone calls, filing, assist with mailings, make photocopics, shredding, and perform basic data entry, misc. clerical duties. Kim Wagner, Supervisor (x713) kwagner@cloud.edu

307c___GCC Business and Industry Federal Work Study
Greet and assist prospective students interested in short term training programs, filing, making phone calls, shredding, assist with mailings. Jason York, Supervisor (x719) jyork@cloud.edu