

CLOUD COUNTY COMMUNITY COLLEGE 2019-2020

Financial Aid Office • 2221 Campus Drive • Concordia, KS 66901
800-729-5101 ext 281 • Fax 785-243-1839 • finaid@cloud.edu

Geary County Campus FWS Application and Job Listing

Please **READ** and complete this form and return it to the Geary County Campus.

Student Services at Cloud County Community College 631 Caroline Ave., Junction City, KS 66441.

For more information you may contact Stephanie Pitchford at 785-238-8010 x714 or 1-800-729-5101 or spitchford@cloud.edu.

The FWS is a need-based program and part of the financial aid package. Each year you must complete the FAFSA and submit a new FWS application to determine if you are eligible. Completion of the Employment Application does not guarantee eligibility or placement in a FWS position. 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 session 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 and experience that a student possess. Assignments will generally be completed after training and employment paperwork has been completed during the first week of classes.

Student's Name: _____ CCC ID: _____

Address: _____ SS#: _____

City: _____ State: _____

Phone: _____ Major: _____

Returning FWS _____ New FWS _____ Are you enrolled for at least 6 credit hours? ___ Yes ___ No

Attending Geary _____ Concordia _____

<p>What Skills or Interests do you have?</p> <p>Computer Skills:</p> <p><input type="checkbox"/> Microsoft Word</p> <p><input type="checkbox"/> Microsoft Excel</p> <p><input type="checkbox"/> Microsoft Power Point</p> <p><input type="checkbox"/> Microsoft Access</p> <p>Skills:</p> <p><input type="checkbox"/> Alphabetizing</p> <p><input type="checkbox"/> Typing</p> <p><input type="checkbox"/> Data Entry</p> <p><input type="checkbox"/> Public Relations</p> <p><input type="checkbox"/> Telephone Skills/Etiquette</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Organizational Skills</p> <p><input type="checkbox"/> Detail Oriented</p>	<p>Preferences:</p> <p><input type="checkbox"/> On Campus</p> <p><input type="checkbox"/> Off Campus (Reading or Math Tutor/ Community Service)</p> <p>Interests:</p> <p><input type="checkbox"/> Theater</p> <p><input type="checkbox"/> Journalism</p> <p><input type="checkbox"/> Photography</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Facilities Maintenance</p> <p><input type="checkbox"/> Web Design</p>
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Other Skills/Interests: _____

Do you have previous work experience? Please list employers and positions. (Attach a copy of your resume.)

Will you be participating in a sport or activity while attending Cloud County? Yes No

Name of sport or activity: _____

Name of Coach/Sponsor: _____

Specific Job Sites of Interest-List in order of preference.

1. _____
2. _____
3. _____
4. _____

Will you have your own transportation while attending Cloud? Yes No

Mark your preferred work times (Attach a copy of class schedule):

	Mornings = prior to noon	Afternoons = noon to 5 pm	Evenings = after 5pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Signature: _____

Date: _____

Email: _____

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

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 photocopies 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 student folders, 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 photocopies, shredding and perform basic data entry tasks. **Mitch Stimers, Supervisor (x725) mstimers@cloud.edu / Ashley 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 photocopies. **Stephanie Pitchford, Supervisor (x714) spitchford@cloud.edu**

306c__GCC Student Retention Specialist Federal Work Study

Answer phone calls, filing, assist with mailings, make photocopies, shredding, and perform basic data entry, misc. clerical duties. **Kim Wagner, Supervisor (x713) kwagner@cloud.edu**