

Concordia Campus FWS Application and Job Listing

Please **READ** and complete this form and return it to the
Financial Aid Office at Cloud County Community College, 2221 Campus Dr., Concordia, KS 66901-1002.
**For more information you may contact Linda Champlin at 785-243-1435 x282 or 1-800-729-5101 or
lchamplin@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 10 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: _____ CCCC 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 _____

What Skills or Interests do you have?

Computer Skills ___ Microsoft Word ___ Microsoft Excel ___ Microsoft Power Point ___ Microsoft Access	Preferences: ___ On Campus ___ Off Campus (Reading or Math Tutor/ Community Service)
Skills: ___ Alphabetizing ___ Typing ___ Data Entry ___ Public Relations ___ Telephone Skills/Etiquette ___ Customer Service ___ Organizational Skills ___ Detail Oriented	Interests: ___ Theater ___ Journalism ___ Photography ___ Library ___ Facilities Maintenance ___ Web Design

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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 from the following pages.

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

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

Please attach a copy of your class schedule.

Signature: _____

Date: _____

Email: _____

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Off-Campus Jobs

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

___ **201b-- Brown Grand Theater** - Office work, including bulk mailing preparation, mailing labels & sorting. Updating mailing lists on computer, entering data on computer, and creating posters and delivering them. Assorted Office Tasks, cleaning bathrooms, polishing brass and setting up/tearing down for meetings and events. **Jason Grogan, Supervisor (785-243-2553) director@browngrand.org**

___ **202b --Chamber of Commerce** - Maintain the Chamber of Commerce Facebook page with daily updates and photos, help gather content for the monthly newsletter, helping with Chamber mailings and prepare for meetings held in the Chamber conference room. **Annie Bergmann, Supervisor (785-243-4290) ConcordiaKSChamber@gmail.com**

___ **203b --CARES, Inc.** - Answering the telephone and recording accurate messages. **Sarah Holbert, Megan Lewellyn, Supervisor(s) (785-243-8200) cares.ks@sbcglobal.net**

___ **204b -- Cloud County Historical Museum** - Doing research, setting up displays, and filing. Regular attendance and/or physical presence at the job is required. Interact cordially with coworkers and clients to accomplish common tasks. **Florence Girard, Supervisor (785-243-2866) museum@cloudcountyks.org**

___ **205b --- Concordia After School Aide** - Assist in supervision of students attending the After School Program, Assist in preparing and presenting activities, lessons, or presentations. Assist in ordering non-book materials, equipment, and supplies for CAP. Work effectively with students, teachers, parents, community agencies and other groups. **Andrea Jones, Supervisor (785-275-3636) andrea.jones@usd333.com**

___ **206b --- National Orphan Train Museum** - Greet visitors, tend the gift shop and give tours as needed. Work with the curator on a collections management project, assist board members with special projects. **Shaley George, Supervisor (785-234-4471) curator@orphantraindepot.org**

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___ **101a --- ABE/GED Federal Work Study** - Answer the phone and make calls as directed, assist prospective, current and past students, run copies, create student folders, file items in student folders, facilitate data collections and work with state Adult Ed. Database, Create Spreadsheets, tutor students/help with “teknimedia” computer program, assist with mailings, process purchase requests, assist with designated projects, regular attendance and/or physical presence at the job is required. **Debbie Kearn, Supervisor (ext 335) dkearn@cloud.edu**

___ **102a --- Advising Center Federal Work Study** - Data entry, answering phone, filing, copying, alphabetizing, assisting walk-in requests for information, scheduling advisor appointments for information, mailing information requests, and assist with Freshman Enrollment days during Spring Semester-possibly requiring to work evening hours. **Deb Taylor, Supervisor (ext. 275) dtaylor@cloud.edu**

___ **103a --- Ag Office Federal Work Study** - Feed grain to livestock, Feed hay to livestock, Report when feed supplies need to be restocked, Clean and fill water tanks as needed, Remove all manure within the holding pens, Dispose of manure, Verify livestock head counts at each feeding, perform fence maintenance, and Ground maintenance: thistle removal, mowing. **Jamie Gross, Supervisor (ext. 273) jgross@cloud.edu**

___ **104a --- Applied Arts/Business Dept. Federal Work Study** - Occasional answering the phones, Photocopying worksheets for class, misc. office work, Work cooperatively with other College departments, Regular attendance and/or physical presence at the job is required. Interact cordially with coworkers, students and clients to accomplish common tasks. **Sheila Caspers, Supervisor (ext 351) scaspers@cloud.edu**

___ **105a --- Athletic Office Federal Work Study** - Dusting/cleaning, make copies of athletic programs, inner office paperwork or mailings, help with office recycling. Will be asked to help stock and work concession stands on occasion, help prepare for game day by putting out sideline chairs, may be asked to help with intramurals, typing and computer skills, answering phones and taking messages, working evening hours. **Ann Lowell, Supervisor (ext 290) alowell@cloud.edu**

___ **106a --- Athletic Training Federal Work Study** - Athletic Training Laundry, Clean Athletic Training Tables, Fill Water Coolers and Ice Chests, Restock Athletic Training Supplies, Make Copies for Class, Setup Files for incoming Athletes. Enter Athletic Training Data into Athletic Training Program, Help setup for Home Sporting Events, Work cooperatively with other College Departments, Regular attendance and/or physical presence at the job is required. **Steve Schroeder, Supervisor (ext 252) sschroeder@cloud.edu**

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___ **107a --- Bookstore Federal Work Study** - Organize and process clothing shipments and maintain neat appearance of the store, Decipher & process textbook orders from students, both in person and online orders, package and ship the online ones as required. Helping customers from beginning to end of a sale, promote sales and special events by creating flyers, window art, changing displays, sidewalk art, social media and other promotion techniques as assigned. Work cooperatively with other College departments, regular attendance and/or physical presence at the job is required. **Brent Cox, Supervisor (ext 289) bcox2@cloud.edu**

___ **108a --- Production Room Federal Work Study** – Keeping paper and office supplies stocked, help with copy job and helping others with problems copying, Work Cooperatively with other College Departments, Regular Attendance and/or Physical presence at the job is required. **Cher Knudsen, Supervisor (ext 247) cknudsen@cloud.edu**

___ **109a ---Campus Laundry/Maintenance Fed Work Study** - Complete checklist of duties performed in laundry facility, pick up trash in yards and police grounds, Empty trash cans and barrels, clean dumpster area and clean/sweep stairway areas. Work cooperatively with other College departments, Regular attendance and/or physical presence on the job is required. **Kenton Bogart, Supervisor kbogart@cloud.edu**

___ **110a --- Children’s Center Federal Work Study** - Wash Toys daily, Help ready AM snack when possible, The sink and counter need to be clear from food particles before leaving each day and all laundry used during lunch needs to be taken to the dirty clothes before leaving. Help make games when possible, help with pm closing responsibilities and clean up, all areas are straightened up tables are wiped clean help with pm snack clean up when possible, cover the breaks of full time staff, help make pm snacks. **Michelle Charbonneau, Supervisor (ext 755) mcharbonneau@cloud.edu**

___ **111a --- Communications/Theater Federal Work Study** - Organize and maintain play books, props, theater materials and costumes. Maintain theater bulletin board, assist in the promotion of theatrical events, including hanging posters on and off campus. Work with Director in creating and maintaining inventory and box office records. May work some weekends as the play rehearsal schedule necessitates. **Violette Kjeldgaard, Supervisor (ext 236) vkjeldgaard@cloud.edu**

___ **112a --- Community Education Federal Work Study** - Filing, copying, mail retrieval, and survey summarization. Preparing workshop boxes for enrollment, delivery of paperwork to coordinating offices, book pick-up from the College Bookstore, and other duties as assigned. **JoDee Aldridge Ball, Supervisor (ext 372) jaldridge@cloud.edu**

___ **113a --- Custodial/Grounds Federal Work Study** - Sweep, mop, vacuum, and scrub areas to be cleaned as assigned. Pick up trash in yards and police grounds, pick up leaves, small limbs and other debris on campus grounds. Empty trash cans and barrels, clean dumpster area. Work cooperatively with other College departments and Regular attendance and/or physical presence at the job is required. **Chris Hubert (ext 347) chubert@cloud.edu & Brad Avery (ext 303) bavery@cloud.edu , Supervisor(s)**

___ **114a --- Financial Aid Federal Work Study** - Open and distribute daily mail, prepare envelopes for mailings, Assist with printing ISIR’s, and creating student files. Mail out financial aid information and forms as requested. Answer telephone and take messages, stock display shelves with financial aid forms, booklets, pamphlets, etc. Generate correspondences as instructed. Work cooperatively with other departments and Regular attendance and/or physical presence at the job is required. **Kimberly Cashman (ext 283) kcashman@cloud.edu**

___ **115a --- Institutional Advancement Federal Work Study** - Cut out alumni news out of papers, update alumni info in Jenzabar, stuff envelopes, and help with event prep. General office duties and Regular attendance and/or physical presence at the job is required. Work cooperatively with other departments and Regular attendance and/or physical presence at the job is required. **Heather Gennette, Supervisor (ext 235) hgennette@cloud.edu**

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___ **116a --- KVCO Federal Work Study** - Download music to computer, Record promotions and public service announcements, Index and log psa's, spots, and all recorded material. **Tasha Riggins, Supervisor (ext 306)** triggins@cloud.edu

___ **117a ---Library Federal Work Study** - Staffing the circulation desk, taking count of patrons entering the library, answering simple directional questions, checking library materials in and out, assisting patrons with photocopier, logging into the computers, answering the telephone and taking messages when staff is unavailable. Directing student to the Library Website to locate the online catalog and databases. Assisting patrons with programs such as Microsoft Word, PowerPoint, and Excel. **Krystal Richard, Supervisor (ext 227)** krichard@cloud.edu

___ **118a --- Maintenance Federal Work Study** - Pick up trash outside, trim/edge grounds, help with plantings, and wash vehicles, clean the gym including wiping down bleachers. Empty outside trash containers, Assist with large projects requiring chairs/tables to be set up and taken down. Work cooperatively with other College Departments, Regular attendance and/or physical presence at the job is required. **Rex Sicard, Supervisor (ext 303)** rsicard@cloud.edu

___ **119a ---Nursing Department Federal Work Study** - Check Nursing mailbox daily and pick up and distribute mail for each faculty member in Nursing Department. Maintain general housekeeping duties for the lobby area, simulation lab, computer lab. Maintain supplies in the work room. Make copies in Production Room in the main building as directed. **Stefanie Perret, Supervisor (ext 332)** sperret@cloud.edu

___ **120a ---Parking Control Federal Work Study** - Criminal Justice Major preferably, Patrol parking lots by foot and ability to walk long periods in a variety of weather conditions. Identify and tag improperly parked vehicles. **Carleen Nordell, Supervisor (ext 344)** cnordell@cloud.edu

___ **121a --- Science Lab Federal Work Study** - All water sources to be checked and refreshed daily, snakes are to be misted daily, and plants are to be watered. Lizards and spiders need fed, and cages are to be cleaned weekly. Dishes are to be checked daily and washed if there are any, Sinks need cleaned weekly, Dust specimens monthly, take out recycling weekly. Wash out test tubes, transport biohazard garbage to hospital some secretarial tasks. **Amanda Wolf, Supervisor (ext 301)** awolf@cloud.edu

___ **122a --- Student Records Federal Work Study** - Prefer student enrolled in office-related courses. Duties include alphabetizing, filing, computer entry in Word. Additional skills needed in telephone communications and customer service. Must realize the importance of confidentiality. **Linda Petersen, Supervisor (ext 208)** lpetersen@cloud.edu

___ **123a --- Upstairs Faculty Federal Work Study** - Make hand-outs at the production room for classroom use, Sort various papers for categorization purposes, Record class attendance on the Canvas Learning Management System, ready classroom for class, regular attendance and/or physical presence at the job is required; be dependable and trustworthy in actions in an office environment. **Beth Whisler (ext 262)** bcarlgren@cloud.edu or **Kevin Pounds, Supervisor (ext 263)** kpounds@cloud.edu

___ **124a --- Vehicle Maintenance Federal Work Study** - Must have Kansas Driver's License and pass the Motor Vehicle Report. All MIP, DUI, MIC and any drug related charges disqualify the applicant. Knowledge of detailing vehicles is preferred, Maintain daily documentation of CCCC fleet vehicles, Work Cooperatively with other Departments and regular attendance and/or physical presence at the job is required. **Rex Sicard, Supervisor (ext 303)** rsicard@cloud.edu

___ **125a --- Wellness Center Federal Work Study** - Address and mail letters, make and put up signs, make copies, help with other activities and programs, clean-up weight room & Thunderville. **Cody Cole/Derek Koehn, Supervisor (ext 860/861)** ccole@cloud.edu, dkoehn@cloud.edu

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___ **126a --- Wind Maintenance Federal Work Study** - Prefer a wind energy student, produce copies of handouts for classes, assist instructors with setting up classrooms and equipment. Assist in the production of wind energy presentations, help with the management of wind energy data. Help with the organization of wind energy equipment and supplies, and maintain cleanliness of classrooms. **Monte Poersch, Supervisor (ext 312) mpoersch@cloud.edu**

___ **127a --- Wrestling Maintenance Federal Work Study** - assist with various duties within the wrestling program in order to aid with keeping the Thunderbird Wrestling Facility, and program operating efficiently, and well-organized. The position will also aid with the overall cleanliness, and general up-keep of the facility. **Cody Cole, Supervisor (ext 860) ccole@cloud.edu**