



## **Federal Work Study Copper Country Center Student Work Study**

Gogebic Community College is seeking students for a part-time position in the Copper Country Center Main office as a Work Study Student.

This position pays \$12.00 per hour and may provide up to 5 hours per week.

It is important that there is recognition, acceptance, and adherence to the GCC mission and philosophy from our Federal Work Study employees.

### ***Gogebic's Mission***

*Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.*

### **Job Description:**

- The Federal Work Study will check copier paper, fill and restock supply; empty bottle recycling and returnable bins, return cans; Clean classroom whiteboards, wipe down computers, booths, microwaves, refrigerators, etc.; shred confidential papers; restock pamphlets and papers on our displays; assist in putting away supply orders; create notices and help with event setup; make copies & scan documents; check if restrooms need toilet tissue, paper towel or soap; clean and tidy up instructor desks, student lounge and student study; make sure computer lab, student lounge and student study is stocked with printer paper; restock classrooms with dry erase markers and board cleaner; remove outdated postings on bulletin boards; other duties and special projects.

### **Minimum Qualifications:**

- Organized, friendly and outgoing person with basic computer skills.

### **Education/Career Related Benefits:**

- General area of studies.

**Anticipated Hours Per Week:** 5 Hours

**Anticipated Days Per Week:** Varies

**Position Available for:** Fall and Spring Semester

**Campus position will be located at:** Copper Country Center

**Supervisor:** Patty Polakowski, Administrative Assistant

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## **Federal Work Study Application Process**

Applications will be accepted until the position is filled.

1. Have a complete Financial Aid Application (FAFSA and all supporting documents).
2. Be approved for Federal Work Study (FWS) on your Financial Aid Notification.
3. Complete and submit the Federal Work Study Application.
4. Once your application is reviewed, the Office of Student Financial Aid will notify you using your GCC email.
5. Be in good academic standing.

**Email to:** [fao@gogebic.edu](mailto:fao@gogebic.edu)

**Fax to:** (906) 932-2339

**Or mail to:**

Office of Student Financial Aid  
Gogebic Community College  
E4946 Jackson Road  
Ironwood, MI 49938  
(906) 307-1208

*Gogebic Community College is an equal opportunity educator and employer.*