



## **Federal Work Study Learning Resource Center Assistant**

Gogebic Community College is seeking students for a part-time position in the Academic Services Department as the Learning Resource Center Assistant.

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:**

- Checking in and out of library materials
- Helping library visitors locate materials
- Assisting with basic reference questions over the phone and in person
- Re-shelving library materials and maintaining the library book stacks
- Filing and shelving books accurately

### **Minimum Qualifications:**

- Attention to detail. Good communication skills. Willingness to work with public.

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

Experience working with the public, record keeper, and a letter of reference for good work.

**Anticipated Hours Per Week:** 5 Hours

**Anticipated Days Per Week:** 4 days per week

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

**Campus position will be located at:** Ironwood

**Supervisor:** Dr Jennifer Sabourin, Vice President of Student Services

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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.*