

# **What is Federal Work Study?**

Federal Work Study (FWS) is an award in your financial aid package that allows you the opportunity to secure employment with Great Bay Community College and our community partners.

How do I apply for Work Study?

1. File the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and get awarded. If you are eligible, FWS will be listed on your award letter. Return the award letter accepting the FWS award.
2. If you have not been awarded FWS but would like to be, contact the Financial Aid Office. **The work study coordinator is Elaine Hersey and she can be reached at [ehersey@ccsnh.edu](mailto:ehersey@ccsnh.edu) or 427-7649.**
3. Contact a hiring supervisor from the list to inquire about employment opportunities. Please note: having FWS eligibility does not mean you are guaranteed a position.
4. If you are hired by a supervisor, visit the Financial Aid Office in the One Stop suite to complete your hiring paperwork.
5. Work Study positions are paid every two weeks.

## **2018-2019 Work Study Positions**

*Please contact the supervisor of the position you are interested in for further details regarding duties and qualifications*

Office/Dept: **Enrollment Services**

Position: Special Assistant for Enrollment Support

Description: Provide special marketing and outreach support for special projects and enrollment initiatives. Making phone calls, recording feedback, assist with orientations and graduations.

Other administrative duties as assigned by enrollment division department heads and their designees.

Pay rate: \$15.00/hr

Supervisor: Margaret Kelly

Contact: 427-7616 or [mkelly@ccsnh.edu](mailto:mkelly@ccsnh.edu)

Office/Dept: **One Stop**

Position: Office Assistant

Description: Office support for Admissions, Financial Aid, Registration, and Business Office.

Pay rate: \$10.00/hr

Supervisor: Elaine Hersey

Contact: 427-7649 or [ehersey@ccsnh.edu](mailto:ehersey@ccsnh.edu)

Office/Dept: **Academic Affairs**

Position: Office Assistant

Description: Office and project support for Academic Affairs and faculty members.

Pay rate: \$10.00/hr

Supervisor: Karen Burns

Contact: 427-7634 or [kburns@ccsnh.edu](mailto:kburns@ccsnh.edu)

Office/Dept: **Admissions**

Position: Department Assistant

Description: Providing tours; event assistance; making admissions packets; desk coverage.

Pay rate: \$10.00/hr

Supervisor: Carey Walker

Contact: 427-7605 or [cwalker@ccsnh.edu](mailto:cwalker@ccsnh.edu)

Office/Dept: **CAPS**

Position: Peer Tutor

Description: Subject –specific tutoring.

Pay rate: \$10.00/hr

Supervisor: Chrissy Wall

Contact: 427-7623 or [cwall@ccsnh.edu](mailto:cwall@ccsnh.edu)

Office/Dept: **CAPS**

Position: Computer Lab Assistants

Description: Technology support for computer lab users.

Pay rate: \$10.00/hr

Supervisor: Chrissy Wall

Contact: 427-7623 or [cwall@ccsnh.edu](mailto:cwall@ccsnh.edu)

Office/Dept.: **Fine Arts**

Position: Department Assistant

Description: The fine arts department is seeking a student to help organize and track art supply usage for various art classes including maintaining an inventory, arrange the room for efficiency and accessibility, help plan and install exhibitions in the Gateway Gallery, and proctor open studio periods for students. Knowledge of art supplies and their function, the ability to organize and arrange physical space and inventory, experience in studio art and excellent oral and written communication skills.

Requirements: Must be matriculated into the Fine Arts program, and have completed ARTS123, Drawing I.

Pay rate: \$10.00/hr

Supervisor: Annette Cohen

Contact: 427-7665 or [acohen@ccsnh.edu](mailto:acohen@ccsnh.edu)

Office/Dept: **President's Office Suite**

Position: Office Assistant

Description: Light administrative tasks.

Pay rate: \$10.00

Supervisor: Joan Belladue

Contact: 427-7602 or [jbelladue@ccsnh.edu](mailto:jbelladue@ccsnh.edu)

Office/Dept: **Human Resources**

Position: Office Assistant

Description: General office support.

Pay rate: \$10.00

Supervisor: Diane Carroll

Contact: 427-7603 or [dscarroll@ccsnh.edu](mailto:dscarroll@ccsnh.edu)

Office/Dept: **Library**

Position: Library Aide

Description: Assist with the library's daily operations. Provide customer service to library patrons.

Pay rate: \$10.00/hr

Supervisor: Becky Clerkin

Contact: 427-7619 or [rclerkin@ccsnh.edu](mailto:rclerkin@ccsnh.edu)

Office/Dept: **Early Childhood Education/Teacher Prep**

Position: America Reads Program Assistant

Description: Assist in the planning and implementation of projects to educate and support children in the area of literacy.

Pay rate: \$11.00/hr

Supervisor: Anita French

Contact: 427-7668 or [afrench@ccsnh.edu](mailto:afrench@ccsnh.edu)

Office/Dept: **Advising Center**

Position: Office Assistant

Description: Office support, peer advising.

Pay rate: \$10.00/hr

Supervisor: Sarah Follansbee

Contact: 427-7728 or [sfollansbee@ccsnh.edu](mailto:sfollansbee@ccsnh.edu)

Office/Dept: **Student Life**

Position: various openings

Description: Office, event, and project support.

Pay rate: \$10.00/hr

Supervisor: Allyson Grochmal and Sara Lang

Contact: 427-7704 or [agrochmal@ccsnh.edu](mailto:agrochmal@ccsnh.edu)

427-7741 or [slang@ccsnh.edu](mailto:slang@ccsnh.edu)

Office/Dept: **Business Training Center**

Position: Office support

Description: General office

Pay rate: \$10.00/hr

Supervisor: Teresa Lengyel

Contact: 427-7652 or [tlengyel@ccsnh.edu](mailto:tlengyel@ccsnh.edu)

Office/Dept: **Business**

Position: CRM Technical Assistant

Description: Assist instructor with hands on instruction, work with CRM software

Pay rate: \$10.00/hr

Supervisor: Monique Jordan

Contact: 427-7661 or [mjordan@ccsnh.edu](mailto:mjordan@ccsnh.edu)

Office/Dept: **Business**

Position: Marketing

Description: Assist department chair in marketing business department events

Pay rate: \$10.00/hr

Supervisor: Monique Jordan

Contact: 427-7661 or [mjordan@ccsnh.edu](mailto:mjordan@ccsnh.edu)