

# **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 603-426-7600 x7501.**
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.

## **2017-2018 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: Elaine Hersey

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

Contact: 427-7735 or [mheath@ccsnh.edu](mailto:mheath@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: Carol Despres

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

Office/Dept: **CAPS**

Position: Computer Lab Assistants

Description: Technology support for computer lab users.

Pay rate: \$10.00/hr

Supervisor: Sharon Cronin

Contact: 427-7622 or [scronin@ccsnh.edu](mailto:scronin@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: Ashley Rennie

Contact: 427-7603 or [arennie@ccsnh.edu](mailto:arennie@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: **Teacher Prep**

Position: America Reads Program Assistant

Description: Assist with pre-advising and organizing service learning projects for the Teacher Prep Program.

Pay rate: \$11.00/hr

Supervisor: Sharon Cronin

Contact: 427-7622 or [ccronin@ccsnh.edu](mailto:ccronin@ccsnh.edu)

Office/Dept: **Advising Center**  
Position: Office Assistant  
Description: Office support, peer advising.  
Pay rate: \$10.00/hr  
Supervisor: Sarah Follansbee  
Contact: 427-7645 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 Britton  
Contact: 427-7644 or [abritton@ccsnh.edu](mailto:abritton@ccsnh.edu)

Office/Dept: **Student Life/Athletics**  
Position: Athletic Support  
Description: Softball team manager  
Pay rate: \$10.00/hr  
Supervisor: Allyson Britton  
Contact: 427-7644 or [abritton@ccsnh.edu](mailto:abritton@ccsnh.edu)

Office/Dept: **Student Life/Athletics**  
Position: Athletic Support  
Description: Volleyball team manager  
Pay rate: \$10.00/hr  
Supervisor: Allyson Britton  
Contact: 427-7644 or [abritton@ccsnh.edu](mailto:abritton@ccsnh.edu)

Office/Dept: **Business Training Center**  
Position: Office support  
Description: General office  
Pay rate: \$10.00/hr  
Supervisor: Teresa Lengyel  
Contact: 427-7651 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)