



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: Up to 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: David Darrow, Vice President of Student Services

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

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.