

# **What is Federal Work Study?**

Federal Work Study (FWS) provides part-time jobs for students with financial need, allowing students to earn money to help pay education expenses and providing valuable additions to student resumes. The program encourages community service work and work related to a student's course of study. Hourly wages typically range from \$10 to \$11 per hour.

How do I apply for Work Study at Great Bay Community College?

1. File the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and complete requirements to receive an aid offer.
2. To verify eligibility, contact **the GBCC work study coordinator, Tyler Anderson at [gbfinaid@ccsnh.edu](mailto:gbfinaid@ccsnh.edu) or 427-7600 x7501.**
3. Contact a hiring supervisor from the position listing below to inquire about employment opportunities. (Having FWS eligibility does not guarantee a position.)
4. If you are hired by a supervisor, visit the Financial Aid Office in the One Stop suite to complete the hiring paperwork.
5. All Work Study students are required to sign a confidentiality agreement as they may have access to student records or other private information.
6. Work Study students should maintain an appearance suitable for the department in which they are working.
7. Work Study positions are paid every two weeks.

## **2021-2022 Work Study Positions**

*Click a position to jump to the job description and contact information. Please contact the supervisor of the position you are interested in for further details regarding duties and qualifications.*

[America Reads Assistant](#)  
[Athletics Game Assistant](#)  
[CAPS Front Desk LA Assistant](#)  
[Career Center Receptionist](#)  
[Digital Media Assistant](#)  
[IST Student Work Study](#)  
[Office Assistant](#)  
[Position: Peer Tutor](#)  
[Volunteer Coordinator](#)

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**Position:** America Reads Assistant

**Office/Dept:** Education

**Duties may include:**

This position provides GBCC students opportunities to work with children in a non-profit childcare or public-school setting. The goal is to increase literacy through interactions and sharing stories with children. Students must meet background check requirements and follow COVID protocols of the site, and the site must complete an agreement with GBCC. Students may be able to use their worksites but must not be paid through both the college and the worksite when performing these duties. Hours are very flexible.

**Qualifications:**

Successful background check; good with children

**Pay Rate:** \$11.00/hr

**Supervisor:** Anita French

**Contact:** 427-7668, afrench@ccsnh.edu

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**Position:** Athletics Game Assistant

**Office/Dept:** Athletics / Student Life

**Duties may include:**

- Responsible for preparation and supervision of athletic facilities for competitions and other uses
- Assisting coaches with off-season duties
- Special projects, data entry, recruiting outreach, answering phones, laundry, setup, and organization
- Report safety concerns to management and Campus Safety

**Qualifications:**

- Knowledge and understanding of sports/athletics

**Pay Rate:** \$10.00/hr

**Supervisor:** Brian Scott

**Contact:** 427-7733, bscott@ccsnh.edu

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**Position:** CAPS Front Desk LA Assistant

**Office/Dept:** Center for Academic Planning and Support (CAPS)

**Duties may include:**

- Greet visitors and answer phones, refer questions to appropriate advisor or department.
- Assist students with and online resources in CAPS lab.
- Assist students with technology including Canvas, Navigate, SIS, email, printing, Microsoft office.
- Answer questions about CAPS programs and services.
- Maintain appearance of CAPS.
- Open and close center.

- Work on projects as assigned.

**Qualifications:**

- Exceptional customer service skills
- Strong computer /technology knowledge to assist with Canvas, SIS, Navigate, Email, Microsoft Office, printing
- 3.0 GPA and recommendation form staff or faculty member

**Pay Rate:** \$10.00/hr  
**Supervisor:** Christina Wall  
**Contact:** 427.7623, cwall@ccsnh.edu

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**Position:** Career Center Receptionist  
**Office/Dept:** Center for Academic Planning and Support (CAPS)

**Duties may include:**

- Respond to inquiries for information in the Career Center at CAPS
- Assist visitors with accessing Career Coach, the College Central Network, and the Interview Closet
- Take messages from employers for the Career Center Assistant
- Basic record keeping
- Keeping the center neat and bulletin boards updated

**Qualifications:**

- Customer service experience desirable; professional demeanor required

**Pay Rate:** \$10.00/hr  
**Supervisor:** Sharon Cronin  
**Contact:** 427-7622, scronin@ccsnh.edu

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**Position:** Digital Media Assistant  
**Office/Dept:** Student Life

**Duties may include:**

- Creating and updating Student Life social media posts, designing and posting weekly digital signage, recruiting information for the development of monthly calendar flyers, and creating flyers for on campus event & activities.
- Report safety concerns to management and Campus Safety

**Qualifications:**

- Knowledge and understanding of PowerPoint and Publisher. Knowledge of additional graphic design programs a plus.

**Pay Rate:** \$10.00/hr  
**Supervisor:** Brittanie Mulkgian  
**Contact:** 427-7741, bmulkgian@ccsnh.edu

**Position:** IST Student Work Study  
**Office/Dept:** Information System Technology (IST)

**Duties may include:**

- Maintain PC units for IST Department in rooms 120 and 121 (30 PC units)
- Help keep IST network up and running
- Organize rooms

**Qualifications:**

- An IST student is required

**Pay Rate:** \$10.00/hr  
**Supervisor:** Kevin Behnke and Mike Harrison  
**Contact:** 427-7671, kbehnke@ccsnh.edu

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**Position:** Office Assistant  
**Office/Dept:** Social Science Department

**Duties may include:**

- Data entry for research and department projects
- Digitizing records
- Site design for department Canvas site
- Advertising design for program and/or courses

**Qualifications:**

- Knowledge of Excel (in particular)
- Detail oriented

**Pay Rate:** \$10.00/hr  
**Supervisor:** Aimee Huard  
**Contact:** 427-7673, ahuard@ccsnh.edu

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**Position:** Peer Tutor  
**Office/Dept:** CAPS

**Duties may include:**

- Peer Tutors needed in subject areas of:
  - Math, through Calculus I
  - Chemistry 115,116
  - Biology 108,109
  - Physics
  - Writing through English Composition
- Provide course-specific tutoring assistance on campus and remote appointments and drop-in.
- Assist students with additional study skills as necessary to improve class success,
- Maintain accurate documentation concerning appointments and payroll time sheets,
- Refer students to the appropriate support services if assistance beyond tutoring is needed,

- Maintain a professional attitude and ethical behavior. and confidentiality.
- Attend tutor trainings and monthly meetings.
- Assist in recommending/creating supplemental materials such as website tip sheets/links

**Qualifications:**

- Qualifications: Completion of at least one semester of college with minimum 3.0 GPA
- Grade of B+ or better in course(s) selected for tutoring
- Instructor recommendation for the course(s)
- Excellent communication skill and desire to help fellow students
- Knowledge of Canvas, Student Email, Navigate and Zoom.

**Pay Rate:** \$10.00/hr  
**Supervisor:** Chrissy Wall  
**Contact:** 427-7623, cwall@ccsnh.edu

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**Position:** Volunteer Coordinator

**Office/Dept:** Student Life

**Duties may include:**

- Assisting in the recruitment of student volunteers for on and off campus activities and event.
- Coordinating volunteers for weekly grocery bag assembly at Gather (Portsmouth) and delivery to GBCC for the Curbside Food Pick Up Program
- Managing and updating the 100 Hour Club and Great Bay Gives Back spreadsheets
- Reporting safety concerns to management and Campus Safety

**Qualifications:**

- Strong written and verbal communication skills
- Strong organization and time management skills
- Knowledge of Excel and Word

**Pay Rate:** \$10.00/hr  
**Supervisor:** Brittanie Mulkgian  
**Contact:** 427-7741, bmulkgian@ccsnh.edu

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