



## **Federal Work Study Welcome Center Desk/GCC Outfitters**

Gogebic Community College is seeking students for a part-time position in the Lindquist Center as the Welcome Center Desk/GCC Outfitters 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:**

- Workers will greet everyone who comes in and exits the building as well as answer questions and refer people to the necessary locations. Every hour on the hour, the worker is required to do rounds, checking the weight room, walking track, gym, and Esports room to make sure everyone is safe and so they know who is on the premises. When checking the weight room, they use wet wipes to wipe down benches and put away any weights that may be laying on benches or the floor. They also oversee Outfitters, helping students check out and check in equipment as well as the food pantry.

### **Minimum Qualifications:**

- Strong interpersonal skills, organization, empathy, attention to detail, customer service, scheduling, and flexibility.

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

- Experience working with the public.

**Anticipated Hours Per Week:** 5 Hours

**Anticipated Days Per Week:** Flexible

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

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

**Supervisor:** Kobe Lorendo, Campus Suites Manager

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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.*