

# **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 are typically \$13 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 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.

## **2023-2024 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.*

[Athletics Game Assistant](#)

[CAPS Peer Advisor](#)

[CJ & EM Research & Dept Assistant](#)

[Digital Media Assistant](#)

[Gather Kitchen Assistant](#)

[Library Aide](#)

[Peer Tutor](#)

[Social Science Office Assistant](#)

---

**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:** \$13.00/hr

**Supervisor:** Brian Scott

**Contact:** 603-427-7733, bscott@ccsnh.edu

---

**Position:** CAPS Peer Advisor

**Office/Dept:** CAPS / Advising & Transfer Center

**Duties may include:**

- Greet visitors and answer phones, refer questions to appropriate advisor or department.
- Assist students with 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:**

- Confidence with technology, ability to communicate multi-step processes, and basic customer service skills are required.
- Strong computer /technology knowledge to assist with Canvas, SIS, Navigate, Email.

**Pay Rate:** \$13.00/hr

**Supervisor:** Amy Darrigo-Doyle

**Contact:** 603-427-7728, adarrigodoyle@ccsnh.edu

---

**Position:** Research and Department Assistant

**Office/Dept:** Criminal Justice & Emergency Management

**Duties may include:**

- Data entry for research and department projects
- Performing office support tasks
- Developing marketing materials for the programs
- Word processing

**Qualifications:**

- Ability to handle multiple task at a time. Independently prioritize work. Excellent organizational skills and attention to detail. Knowledge with Microsoft Word and Excel.

**Pay Rate:** \$13.00/hr  
**Supervisor:** Eric Kulberg  
**Contact:** 603-427-7667, ekulberg@ccsnh.edu

---

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

**Duties may include:**

- Responsible for 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 experience using Canva, PowerPoint, & Publisher.

**Pay Rate:** \$13.00/hr  
**Supervisor:** Brittanie Mulkigian  
**Contact:** 603-427-7741, bmulkigian@ccsnh.edu

---

**Position:** Gather Kitchen Assistant  
**Office/Dept:** Gather Café

**Duties may include:**

Kitchen food preparation assembly and cleaning duties.

**Qualifications:**

Be a supportive team member with a good work ethic

**Pay Rate:** \$13.00/hr  
**Supervisor:** Heather Cash  
**Contact:** 207-451-5133, hcash@gathernh.org

---

**Position:** Library Aide  
**Office/Dept:** Library

**Duties may include:**

Cover the front desk of the Library/greeting people as they enter and leave, answer basic directional questions, help students with library computers and printer, check out and return borrowed materials, resshelf books, and work on various projects.

We are also looking for someone to help with our social media/marketing/bulletin boards, as well as someone to assist with our newly created Makerspace (Cricut cutters, 3D printer, sewing machines, and other equipment as we add it).

You will have the ability to work on homework while holding this position.

**Qualifications:**

Comfortable communicating with people/customer service oriented, basic technology skills, and good problem solving skills - everything else we will train you for.

**Pay Rate:** \$13.00/hr  
**Supervisor:** Becky Clerkin / Sam Claussen  
**Contact:** 603-427-7619, rclerkin@ccsnh.edu

---

**Position:** Peer Tutor

**Office/Dept:** CAPS

**Duties may include:**

- Peer Tutors needed in subject areas of:
  - Math 147, 150, 210, 230, 250
  - Chemistry 043, 115, 116
  - Anatomy & Physiology 1 & 2
  - Vet Technology
  - English 110
  - CIS 110, 111, 154
- Provide course-specific tutoring assistance on campus and remote appointments and drop-in.
- 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.

**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.
- Training is provided and paid

**Pay Rate:** \$13.00/hr  
**Supervisor:** Brian Scott  
**Contact:** 603-427-7733, bscott@ccsnh.edu

---

**Position:** Social Science Office Assistant

**Office/Dept:** Social Science Department

**Duties may include:**

- Data entry for research and department projects
- Digitizing records
- Research available transfer programs
- Advertising design for program and/or courses

**Qualifications:**

- Knowledge of Excel (in particular)
- Detail oriented

**Pay Rate:** \$13.00/hr  
**Supervisor:** Aimee Huard  
**Contact:** 603-427-7673, [ahuard@ccsnh.edu](mailto:ahuard@ccsnh.edu)

---