

Colorado Northwestern Community College

College Work-Study Program Policy

Each student accepting employment through the work-study program is expected to observe the following policies and procedures, and to follow them.

- A. Upon receipt of a financial aid work-study award, students must obtain Authorization for Student Employment paperwork from the Financial Aid Office.
- B. Upon completion of all required employment paperwork, through the payroll office, students will pick a job from the Work-Study Job book.
- C. From the job listing, select one or more positions and contact the work supervisor(s) identified on the job description(s) to arrange for an interview. If hired by the supervisor, the Work Study Referral form must be signed by the student employee and the work study supervisor before the student is eligible to begin working. Return the signed form to the Financial Aid Office.
- D. Supervisors will clearly define the duties and responsibilities with the student so that together both may arrive at mutual expectations. Also, students should clearly identify their workdays and hours. Students are held accountable for maintaining the established work schedule.
- E. Students who are ill or unable to report to work must always contact the supervisor in advance to either notify him/her of illness, or to rearrange work hours. Never, under any circumstances, fail to report to work without notifying the supervisor in advance.
- F. When at work, it is inappropriate to have friends visit or to make personal calls. Students who need to make a personal call must check first with the supervisor.
- G. Students must record all hours worked through their "Crossroads" account. At the end of the payroll period the student will submit his/her hours for the supervisor's approval. Time will be submitted every other Friday. Any student who falsifies a time sheet will be suspended from the work-study program, may be suspended from all financial aid programs, and referred to the U.S. Department of Education for suspected fraud investigation. Further, failure to submit a time sheet may result in suspension from the College Work-Study Program.
- H. Students must never work more than 20 hours per week during periods of enrollment, provided the award is sufficient. Based on the average work-study award at CNCC, most students will be able to work approximately 10 hours per week.
- I. All students are paid every two weeks.

- J. All College Work-Study awards are based upon the availability of funds and may be revised during the school year without prior notice. In that event, every reasonable effort, through student loans, other jobs, etc., will be made to assist a student for the remainder of the year.
- K. Students whose work performance or attendance is unacceptable may have their contract canceled by the supervisor. Remember that this employment opportunity can provide documented work experience and references for future job.
- L. All work-studies must have a background check.

Important things to remember:

↗ Time is due every other Friday

*↗ Make sure you enter your time every day that you work. Make sure you **submit** your time at the end of the two week pay period*

↗ Pay day is the every other Friday



↗ Pay will only be deposited into a checking, savings or Bank Mobile account designated by you – YOU MUST HAVE AN ACCOUNT

TIME REPORTING – Hourly employees

Timesheet should be completed on a daily basis

If you submit a timesheet, follow these steps to fill out and submit your timesheet:

1. Log-on to Crossroads CNCC Portal (located on CNCC's website at www.cncc.edu): **User Name** is your S number (be sure to capitalize the S) and your **password** is your portal password
2. Click on your **Employee tab** and locate **Time Reporting** box
3. Select the current pay period to enter your hours. You **cannot** enter hours for a previous pay period
4. Your timesheet only shows a week at a time, you will need to click **Next** to view the next week
5. Click **Enter Hours** to enter hours worked. Time **must** be entered in 15 min increments
6. Enter **Time In** as the time you came into work – beginning of the day, after lunch break
7. Enter **Time Out** as the time you left work – lunch break, end of day
8. You will need to change **AM/PM** as needed
9. After entering your time in and out for the day, click **Save**. Your hours will total automatically
10. Click **Timesheet** to return to your timesheet
11. After you enter all time on timesheet, review and then click **Submit for Approval**
12. You will need to enter your Self Service Banner (SSB) password to certify and electronically sign your timesheet
13. Once your timesheet is submitted, you can make changes to it by clicking on **Return Time** button as long as your supervisor has not started the approval process

Deadline for Timesheet Submitters: The last day of the pay period at 5:00 p.m.

If you do not submit a timesheet for the pay period you worked, you will need to contact CNCC Human Resources staff as soon as possible.

If you need more information or help with your timesheet, contact
Angela Miller 970-675-3227 or Keely Ellis 970-675-3219

**COLORADO NORTHWESTERN
COMMUNITY COLLEGE
2020-2021
RANGELY WORK-STUDY POSITIONS**



Administration Office Support

ADMISSIONS AND RECORDS & FINANCIAL AID

Clerical Assistant

Duties: Filing, answering phones, dealing with public (i.e. students) and confidential information, typing and computer work. Give tours to prospective students. Assist with student mailings and scan documents into archive. **MUST BE ABLE TO DEAL WITH CONFIDENTIAL INFORMATION**. Other duties as assigned.

Wage: \$12.00

Supervisor: Grace Stewart & Merrie Byers

Advising and Career Support Center

Clerical Assistant

Duties: Help with filing, updating, and creating electronic student records. Contact students to make appointment to see advisors. Other duties as assigned.

Wage: \$12.00

Supervisor: Caitlan Moore

BUSINESS SERVICES

Cashier's Office/Accounts Receivable

Duties: Assist the cashier with sorting, filing, and other duties related to the cashier and accounts receivable functions.

Wage: \$12.00

Supervisor: Lily Chumacero

Business Office

Duties: Filing, scanning, data entry, and various office tasks. General accounting and data entry as needed. Must be able to perform detailed work accurately, be conscientious, and dependable.

Wage: \$12.00

Supervisor: Colleen Kenney

HUMAN RESOURCES

Clerical Assistant

Duties: This position will be to assist with mail, filing, shredding, and other minor tasks.

Wage: \$12.00

Supervisor: Angela Miller

Instructional Technology

Desktop Support Specialist

Duties: Provide end-user computer support for faculty & staff under guidance of IT, responsible for uploading video content to a website and D2L, and work with IT and Instruction to catalog and inventory equipment. Experience in both Apple and Microsoft environment is a plus.

Wage: \$12.00

Supervisor: Leland Byers

LEARNING CENTER

Receptionist

Duties: Signing in students who use the Learning Center, filing papers, creating weekly lab schedules, making signs and other general office work as needed.

Wages: \$12.00

Supervisor: David Morton

Math/Science Tutors

Duties: Able to tutor through MAT 121; need to have passed MAT 121. Will work closely with learning center supervisor concerning specific students.

Wages: \$12.00

Supervisor: David Morton

LIBRARY

Library Aid

Duties: Data entry. Assist patrons with computer programs, Internet searches, and in the location of library materials. Pick-up and deliver Media Equipment. Other duties as assigned. PC, Internet skills, facsimile, phone and scanner skills a plus! Some nights and weekends required; will need special coverage needed between 4:30 to 5:00 pm or 5:00 to 6:00 pm.

Wage: \$12.00

Supervisor: Leana Cox

Office of Instruction & Student Affairs

Office Assistant

Duties: Organizing files & program materials. Assist with filing, making copies, putting together packets for meetings and class materials, shredding documents, and assist in event preparation. Miscellaneous duties as needed.

Wage: \$12.00

Supervisor: Lisa Krueger

President's Office

Office Assistant

Duties: Organizing files & program materials. Assist with filing, making copies, putting together packets for meetings and class materials, shredding documents, and assist in event preparation. Miscellaneous duties as needed.

Wage: \$12.00

Supervisor: Keely Ellis

PUBLIC SAFETY

Safety Intern

Duties: Provide campus patrols for safety and security violations and concerns. Provide staff/student escorts and secure facilities in the evening. Provide motorist assistance (jumpstarts/lockouts). Provide assistance in emergency situations. Responsible for lost and found. Write reports as needed. Must be able to work closely with College community and department personnel.

Wage: \$12.00

Supervisor: Jen Rea

Instructional Office Support



AVIATION MAINTENANCE DEPARTMENT

Aviation Maintenance Assistant

Duties: Responsible for shop cleanup; weekly maintenance of building, grounds and equipment; construction of shop and training aids, and other projects as assigned. Assist in recruiting efforts – contacting prospective students by phone and email, keeping records, reporting results to program director.

Wage: \$12.00

Supervisor: Ty Harrison

AVIATION TECHNOLOGY

Flight Coordination Specialists

Duties: Will be responsible for verifying all paperwork for aircraft for every flight. Must make sure all paperwork is filled out and complete before an aircraft is given to a pilot for a flight. Responsible for radio/phone communication between aircraft/pilots and operations center. Responsible for communicating mechanical discrepancies to the maintenance department. Responsible for checking-in aircraft after a flight. Responsible for entering data into flight tracking software.

Wage: \$12.00

Supervisor: Jason Krueger

Aircraft Maintenance

Duties: Basic aircraft maintenance (preventative maintenance). Wash/was airplanes, remove/install inspectional panels. **Must be a student in either the AVT or AMT program.**

Wage: \$12.00

Supervisor: TBD

DENTAL HYGIENE

Dental Records Technician

Duties: Answer phones, run errands, filing, minimal typing, computer graphics (will train), enter patient information into computer, and photocopying. Instructional and administrative support.

Wage: \$12.00

Supervisor: Tiffany Douglas

ENGLISH/HUMANITIES

Grader

Duties: Mark and score paper quizzes/tests. Use a computer program to access outline tests/homework. Validate entries. Record scores. Some math/statistics involved but will be instructed.

Wage: \$12.00

Supervisor: Joe Wiley

HORSEMANSHIP & HORSE MANAGEMENT

Agriculture Support

Duties: Clean stalls, feed horses, load hay, drag arenas, and assist in events at Columbine Park.

Wage: \$12.00

Supervisor: Meghan Davis

Environmental Science

Lab Technician

Duties: Copying, filing, and various other office related jobs. Set-up labs and field trips. And occasional assistance with special projects. Assist in marketing, mailings, and recruiting.

Wage: \$12.00

Supervisor: Mario Sullivan

MATH

Grader

Duties: Grade MAT 060 and MAT 090 homework. Possible availability during class hours to help answer questions.

Wage: \$12.00

Supervisor: Jay McLaughlin

SCIENCE/PHYSICS

Chemistry Lab Technician

Duties: Prepare chemical solutions for laboratory experiments, maintain a clean laboratory environment. General clean up.

Wage: \$12.00

Supervisor: Jay McLaughlin

Biology Lab Assistant

Duties: Assisting in the Microbiology Lab. Must be dependable and able to follow detailed instructions. Prepare and organize lab media and supplies. Clean and stock equipment for labs, setup/breakdown weekly labs. Student that has already taken at least one Biology course is preferred.

Wage: \$12.00

Supervisor: Todd Ward

Maintenance

MAINTENANCE

Grounds Helper

Duties: Clean up grounds on campus. Trim weeds and trash removal. Vacuum and wash state vehicles.

Wage: \$12.00

Supervisor: Lindsey Blake

Student Activities and Athletics

ATHLETIC DEPARTMENT

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Basketball

Duties: Assist with day to day maintenance of the gymnasium, make sure gym floor is swept and mopped. Clean locker rooms. Film games.

Wage: \$12.00

Supervisor: Steven Gilbert & Nathan Terrin

Softball

Duties: Prepare the softball field for games; pull weeds, water dry spots. Run the concession stands. Help with storage units and indoor work-outs.

Wage: \$12.00 Supervisor: TBD

Volleyball

Duties: Equipment inventory, locker room and weight room maintenance. Assist basketball teams with gym maintenance.

Wage: \$12.00 Supervisor: Ashley Bryant

Baseball

Duties: Field care. Game preparation and management.

Wage: \$12.00 Supervisor: Lou McCollum

Rodeo

Duties: Daily feeding, watering, and sorting of livestock. Basic maintenance of Columbine Park including mowing, trimming, trash, and cleaning. Possible arena grooming and manure pit disposal. Knowledge of livestock, feeding, ability to lift 50#, operation of a tractor a plus but not mandatory. Any other farm/ranch skills are a plus.

Wage: \$12.00 Supervisor: Mitch Waltisperger

Athletic Trainer

Duties: Help get ice and supplied, make sure athletes have signed in. Clean tables and stock supplies as needed.

Wage: \$12.00 Supervisor: Candra Robie

Athletic/Sports Information

Duties: Camera operator, stats recorder, score table operations, automated scoreboard, and other duties necessary to athletic operations.

Wage: \$12.00 Supervisor: Candra Robie

RECREATION

Outdoor Leadership Assistant

Duties: Assist with day-to-day duties and responsibilities necessary to run rental office efficiently. Monitor Outdoor Rec., Climbing Wall, and rental checkout. Inventory, maintain and repair equipment. Educate on climbing safety and outdoor rec. gear.

Wage: \$12.00 Supervisor: Jen Rea