CMIS LAB WORK STUDY POSITION

APPLICATIONS TAKEN FROM NOW
Until Filled

Fill out the electronic application online and attach your current school schedule. If you have any questions please contact Madison Morgan-Crater, Human Resources Assistant, at madison.morgan@montcalm.edu. Please make sure you list what **position(s)** you are applying for on your application.

CMIS Lab Work Study

Duties
- Administer and monitor third-party proctored testing.
- Assist CMIS lab supervisor, staff, and faculty.
- Assist students or community members with computer-related issues in the lab.
- Assist in the maintenance of the lab and computer equipment (cleanup).
- Assist with computer lab operations as needed.
- Distribute and proctor MCC course tests, assignments, or exams following proper procedure and security protocols.
- Handle and respect confidential information, adhering to FERPA regulations.

Up to 15 hours a week is available at $10.62 / hour.

**Work-Study students must have a completed a 2022-23 financial aid file and be eligible for funding.

Federal College Work Study (CWS): This program offers work, on or off campus, to students with financial need to help meet their educational expenses. Jobs are arranged after considering the amount of the award and the student's class schedule. Students are paid bi-weekly.