



Federal Work-Study (FWS) Job Description

Department: Maintenance

Position Title: Student Worker

Supervisor: Don Koch

Position Summary

Assist the Maintenance Department in maintaining a clean, safe, and attractive campus environment. Responsibilities include groundskeeping, basic building maintenance, painting, lighting replacement, and other manual labor tasks. This position provides hands-on experience in facilities maintenance, teamwork, work ethic, and responsibility while supporting the daily operations of the college.

Essential Duties and Responsibilities

- Perform landscaping, mowing, trimming, and general grounds maintenance.
- Assist with painting, changing light fixtures, and basic maintenance tasks.
- Maintain the cleanliness and appearance of campus facilities and grounds.
- Safely use hand and power tools under supervision.
- Perform other maintenance duties as assigned.

Required Qualifications

- Federal Work-Study eligibility
- Enrolled SCC student
- Ability to maintain confidentiality (FERPA, if applicable)
- Reliable attendance and professionalism

Preferred Qualifications

- Dependable with a strong work ethic and positive attitude.
- Ability to perform physical labor and work outdoors.
- Willingness to follow instructions and safety procedures.
- Ability to work independently and as part of a team.

Knowledge, Skills, and Abilities

- Ability to perform manual labor in various weather conditions.
- Ability to safely operate basic hand and power tools.
- Strong time management and reliability.
- Ability to follow directions and complete tasks accurately.
- Commitment to maintaining a safe and professional work environment.

Working Conditions

Work is performed primarily outdoors and in campus facilities. The position begins as early as 7:00 a.m. and requires frequent standing, walking, bending, lifting, and working in varying weather conditions. Duties may involve lifting up to 50 pounds, operating landscaping and maintenance equipment, and using hand and power



tools. This is a hands-on position; computer and cell phone use are not part of the job responsibilities during work hours.

Work Schedule

Schedule determined around the student's class schedule.

A minimum of 16 hours per week availability is requested.

Supervisor would prefer two 8-hour days but is willing to work with 3+ hour blocks of availability.

Learning Outcomes

- Develop a strong work ethic, reliability, and professionalism.
- Gain experience in groundskeeping and basic facilities maintenance.
- Learn proper use of maintenance tools and safe work practices.
- Strengthen teamwork, communication, and problem-solving skills.
- Build transferable skills in time management, responsibility, and workplace safety.

Acknowledgment

Students are expected to comply with all Shawnee Community College policies, maintain satisfactory academic progress, and perform assigned duties in a professional manner.