

Apply Today: Allen College seeks to hire four Federal Work Study Employees

Posting ID # 147741, 147742, 147744

Allen College seeks to hire four Allen College students who qualifies for work study financial aid assistance.

In compliance with the Clery Act, Allen College publishes an Annual Security report containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at [ASR Report - Final 9-27-23.pdf \(allencollege.edu\)](#). A paper copy is available upon request.

Qualifications

Must be an Allen College student who qualifies for work study financial aid.

Duties & Responsibilities

1. Perform clerical duties as assigned including, but not limited to, typing, answering phones, data entry, sorting and opening mail, scanning, filing, assisting with mailings, assisting with special setups and cleanup, etc.
2. Maintain confidential integrity of Allen College.
3. Perform other duties as assigned.

Allen College is an Equal Opportunity Employer.

Allen College was recognized in The Chronicle of Higher Education as a Great College to Work For in 2023. Allen College was given Honor Roll status and received recognition in several categories including: job satisfaction and support; compensation and benefits; mission and pride; supervisor/department chair effectiveness; confidence in senior leadership; faculty and staff well-being; shared governance; and faculty experience.

For more information, contact:

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(319) 226-2515

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Allen College, 1825 Logan Avenue, Waterloo, Iowa 50703

www.AllenCollege.edu

To apply:

Applicants can apply at <https://careers-unitypoint.icims.com/jobs/intro?hashed=-435623200&mobile=false&width=1000&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300> and search for posting ID # 147741, 147742, & 147744.

