

# Student Employment

The institution offers students part-time employment in Federal Work-Study opportunities. Students may contact a financial aid representative to see if they qualify.

Working on campus will not only provide income; it will foster responsibility, encourage you to budget your time wisely, and offer opportunities for learning and skill development.

## FEDERAL WORK STUDY PROGRAM

Federal Work-Study is a federal financial aid program based on need determined from information you provide on the [FAFSA](#). For more information about the Federal Work Study Program, click here:

<https://studentaid.gov/understand-aid/types/work-study>

Note: Federal work-study earnings are not credited to your account but rather you are paid through institutional payroll.

### **Federal Work-Study Program**

Wages: No less than Minimum Wage

Who is eligible? Students who are US citizens or eligible noncitizens demonstrating financial need (as determined by the FAFSA)

Application Process: Complete the FAFSA. Check with the financial aid department to determine if any FWS positions are available. Complete the application for any open FWS positions.

Enrollment Requirements: Enrolled at least ½ time each term of your program. Meeting all Standards of Satisfactory Progress Requirements.

Work Hours: Typically work between 10-20 hours per week.

When do I get Paid: Pay checks are distributed bi-weekly with institutional payroll

## **STUDENT EMPLOYEE RESPONSIBILITIES**

- Maintain required 6 credit hour enrollment
- Report to work at the designated time, maintain efficient job performance
- Maintain positive attitude
- Follow dress code of hiring office
- Work no more or less than the hours designated for your position per week
- Notify supervisor if illness or circumstances will prevent you from attending work or leaving early. Any change in work schedule must be approved by a supervisor.

## **THE HIRING PROCESS**

Contact the financial aid office to determine if you have been awarded a FWS position. The financial aid representative will determine your award amount and assist you with the necessary paperwork to start employment.