

III-2.050 Part-Time Campus Employment for Students through the Federal Work-Study and/or Workship Programs

Students wishing to be considered for part-time employment at the college through the Federal Work-Study and/or Workship programs must apply with the Financial Aid Office. Placement of students is based on financial need and the ability to perform the duties required by the job.

The Financial Aid Office will follow an established procedure for awarding employment and for employing students on-campus under the Federal Work-Study (FWS) and/or Workship programs.

Procedure:

1. Most on-campus student employment is funded by the Federal Work-Study (FWS) and/or Workship programs. In order to be considered for the FWS and/or Workship programs, students must apply for financial aid through the Free Application for Federal Student Aid (FAFSA). Students must demonstrate financial need, be enrolled in a eligible program for financial aid purposes, and complete all additional documentation as required by the Financial Aid Office. Students must indicate their interest in student employment on the FAFSA. Due to limited funding, students will be selected based on their financial need, date of completion of the application for financial aid, and expressed interest in employment through the FWS and/or Workship programs.
2. Faculty/Staff must request a Federal Work-Study and/or Workship student through the Financial Aid Office. Requests will be honored on a "first-come, first-served" basis. All requests will be processed until funds are depleted.
3. The Financial Aid Office will attempt to place students selected for the Federal Work-Study and/or Workship programs in jobs that match their ability and course of study when possible.
4. Students selected for the Federal Work-Study and/or Workship programs will be awarded work hours to enable them to earn no more than the lesser of their remaining financial need or the annual cap determined by the Financial Aid Office each academic year.
5. Federal Work-Study and/or Workship employees will be subject to performance expectations set for the job.
6. The Financial Aid Office will maintain adequate records (i.e., number of students requested, determination of financial need, etc.) to document placement.

7. A departmental budget manager may elect to continue employment of a Federal Work-Study and/or Workship employee at the same rate of pay in the same job using regular part-time funds when the student's Federal Work-Study and/or Workship award is exhausted.

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