STEPS TO GETTING A JOB
for “FALL, WINTER & SPRING”

If you have been awarded “WORK STUDY” for Fall, Winter or Spring quarters, you are eligible to apply to either of the following work study jobs (#1 or #2). If interested, you are expected to attend a Work-Study Orientation Session for approximately ½ hour on one of the dates indicated below. Contact the Financial Aid Office at 736-9391 ext 234 to reserve a space in the session that you choose. Childcare will not be provided, so please make other arrangements for your child(ren):

2012 Work Study Orientation Sessions (select one)*:
- Mon, August 20th, 2:20:30pm in WAH 103
- Tues, August 21st, 2:2:30pm in WAH 103
- Wed, September 12th, 9:30am WAH 103
- Thurs, September 13th, 2:2:30pm in WAH 103

#1 ON CAMPUS FEDERAL WORK-STUDY (FED WSP)

This work option will allow you to obtain referrals to on-campus Federal Work-Study jobs. If you would like a Federal Work Study job you are encouraged to follow these procedures in order to take advantage of your award:

1. Attend one of the orientation sessions noted above.
2. The application process for a FWS job will begin during the orientation session and you will begin completion of employment forms, including the I-9 form (Employment Eligibility Verification Form). In order to complete the I-9 form, specific documents must be reviewed. Many students find it easiest to bring their Social Security Card and a photo ID (driver’s license), etc.
3. A job referral appointment will be made at the conclusion of the session. FWS referrals begin Monday, August 27th.
4. On your referral appointment date, you will be referred to an appropriate job for an interview. If hired, the supervisor will sign your referral form and you will return it to the Student Job Center at which time you will be issued a timesheet.
5. Your supervisor will explain your duties and determine your work schedule based on your eligibility and class schedule. It is the responsibility of the student and their supervisor to keep track of hours worked on the timesheet provided. Your supervisor will submit your completed timesheet to the Payroll Office by the last working day of each month. Paychecks will be issued on the 10th of the following month at the Cashier’s Office.

* If you have previously attended a financial aid orientation session and would like to apply for a work-study job or if you are returning to an on campus student employment position, you can visit the Job Board to schedule a referral appointment beginning Monday, August 27th. An appointment clipboard will be located on the Job Board.

#2 OFF CAMPUS STATE WORK-STUDY (SWSOFF)

This work study option allows you to take advantage of off-campus positions relating to your area of study. You may visit the Student Job Center beginning Monday, September 17th to schedule an appointment for referral to these jobs. Additionally, if funding is available, you can inquire about recruiting your own State Work-Study position by contacting employers in fields relating to your major. Recruitment packets will be available at the Student Job Center in the Student Center Building.

#3 ON CAMPUS NON WORK-STUDY

All students may apply for these jobs as long as they are enrolled in at least 6 college level credits

If you did NOT receive a work study award on your financial aid award letter you can still work on campus in a non work-study job. Visit the Student Job Center (upstairs near the Financial Aid Office) beginning Monday, September 17th to schedule an appointment for referral to an on-campus job. An appointment clipboard is located in front of the Financial Aid Office on the Job Board. You will then follow steps #4 and #5 under the Federal Work Study section above.

If you have any questions about these student employment opportunities, you may call Joanie at (360) 736-9391, ext. 208.