

FEDERAL COLLEGE WORK-STUDY PROGRAM

What is Federal College Work-Study (FCWS) funding? The FCWS program provides jobs for students who are eligible for the federally funded program. FCWS gives students an opportunity to earn money to help pay educational expenses.

Funding for FCWS placements is limited and determined by matching student qualifications with job descriptions and requirements. Placement is, therefore, not guaranteed. Most of the work-study positions are located on-campus enabling the student to set a work schedule around his/her class schedule. There are a limited number of positions available with non-profit organizations within the community.

May I work as many hours as I want? The total Federal Work-Study award offered determines the number of hours a student may work weekly. The maximum work-study award at CWC is \$3000 (\$1500 per semester). The award may be less based on the student/family contribution and all other aid offered. At \$1500 a semester, the student may work a total of 12 hours per week ($\$1500/16 \text{ weeks in the semester} = \$93.75/\$7.75 \text{ hourly wage} = 12$). The student and the work-study supervisor, taking into account the student's course schedule, mutually agree upon the student's work schedule. **PLEASE NOTE: A student may not work more than 19 hours per week on work-study or in conjunction with any other on-campus jobs.** For example, a student works 10 hours per week as work-study in the library and tutors (institutional funds) for 9 hours per week for a total of 19.

How will I be paid? You will receive a paycheck on the last working day of each month. Federal Work Study students are paid \$7.75 per hour for the first 450 hours worked and \$8.25 for all hours worked after that. Students are required to submit time sheets to their supervisor on a monthly basis. Paychecks are directly deposited into your bank account on the last working day of the month.

What are the advantages of working on campus?

- Gain valuable work experience in your major field of study,
- On campus jobs are convenient, plus supervisors will work around *your* schedule
- Money earned from a work-study position does not have to be claimed as income when applying for financial aid the following year.
- Studies show that students who work tend to make better grades,
- Students learn to manage their time more efficiently

What types of positions are available?

You can work on campus in:

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| Records & Registration | Verify computer data, archive records using imaging system |
| Business Office | General office, computer operation, box office sales |
| CATS Division | General office |
| Health & Science Division | General office |
| Financial Aid | General office |
| Distance Education | General office |
| Facilities | Box office sales |
| Student Life | Assist with various campus activities |
| Grounds/Facilities | Maintain outside grounds |
| Art Department | General office duties, welding, mixing clay |
| Library | Circulation, processing, shelving, assisting students |
| Counseling Center | General office duties |
| Admissions Office | Assemble student packets, campus tours, general office |
| Arena | Assist instructors, work with livestock |
| Mailroom | Sort mail, run postage machine, answer switchboard |
| Building maintenance | Assist in maintenance & upkeep of campus buildings |
| Bookstore | Retail sales, assist students, stock & clean |
| Electronic Media | Assist with radio & television broadcasts |
| Automotive/Welding | Assist instructor, light janitorial & maintenance |
| Theater | Assist with productions and in costume shop |

**The online student job applications will be available in August.
Please stop by Financial Aid in August for instructions to complete an application.**