

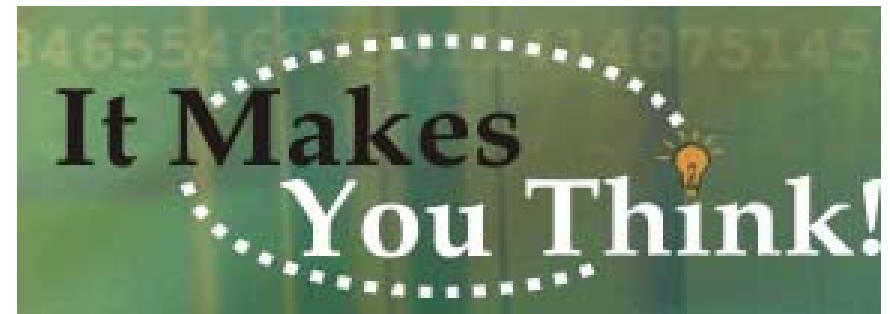


Student Employment Programs

Federal Work Study &
Campus Work Programs

22 600 State Route 34 Archbold OH 43502

careerservices@northweststate.edu



Natalie Brandon
Career Services Coordinator
Room C-106C
nbrandon@northweststate.edu

Student Employment Programs

Students who would like to work on campus or in community service jobs may qualify for employment through the **Federal Work Study Program** or the **Campus Work Program**.

Work Study is one of the best programs available through Federal Aid. It allows an individual to work for any office or organization on campus or for certain approved off-campus employers. Although it is awarded much like Pell Grants and other forms of aid, the method for receiving the money you have been awarded for Federal Work Study is slightly different. It works basically like any other job; you are paid for the hours you work. Students are paid minimum wage (\$5.15 per hour). The money earned on an hourly basis is then deducted from the total amount of the award until it is exhausted. At that point, you must stop working or be hired on as a Campus Work Program employee.

You may be wondering what makes Federal Work Study better than getting a job at a local fast food restaurant? Well, this program is specifically designed for college students. The work schedules revolve around your school schedule. The jobs available are located primarily on campus, which allows you to work between classes without having to commute. It is also possible to get a job in an area related to your field of study, giving much needed working experience and valuable references. The best benefit of all is that the amount earned does not count against you on next year's FAFSA!

To determine eligibility, all students must file the **Free Application for Federal Student Aid (FAFSA)** available in the Financial Aid office and on the web at <http://www.fafsa.ed.gov>.

Minimum requirements for Federal Work Study program and Campus Work Program:

1. Must be a U.S. citizen or eligible non-citizen.
2. Is not in default on a federal student loan; does not owe a federal grant overpayment.
3. Registered with the selective service if required to do so.
4. Qualify based on the results of the FAFSA not to exceed the individual student's financial need.

Students employed through the Work Study Program are paid minimum wage (\$5.15 per hour). If a student continues to work during a second academic year, pay is increased to \$5.40 an hour.

How The Hiring Process Works

The employing departments conduct interviews and select a candidate.

1. The employing department administrator will contact the Career Services Office to determine Federal Work Study eligibility.
2. With the "Work Authority Form", social security card and driver's license, and the necessary paperwork for payroll completed, the student worker will schedule an appointment with the Career Services Office to complete the process.

How Can You Become a Reading or Math Tutor?

There is a program which allows students who meet certain Work/Study eligibility and tutor/training criteria to be assigned as Math or Reading tutors at area public elementary schools. If you are not Work/Study eligible, you may still participate in this program on a volunteer basis.

If you are interested in being a Reading or Math Tutor, please contact the Financial Aid Office.



FREQUENTLY ASKED QUESTIONS

What paperwork is necessary for work to begin?

Students must have the following documents completed and on file before work may begin:

Northwest State Community College On-campus Student Job Application, completed annually.

Form IT-4, State of Ohio Department of Taxation Employee's Withholding Exemption Certificate.

Federal Form W-4, Employee's Withholding Allowance Certificate.

Form I-9 U.S. Department of Justice Employment Eligibility Verification. Completion of this form requires presenting 2 forms of identification. Eligible identification forms are listed on the backside of the I-9 form. Most students find it easiest to present Drivers License and Social Security Card.

City Income Tax Withholding Certificate.

School Employees Retirement System Exemption Form.

Authorization Agreement for Automatic Deposit. If you choose to receive your check through the mail, you do not have to fill out this form.

After the application is on file and you have been selected for employment, the packet containing the paperwork can be obtained at the Career Services Office.

What is the rate of pay for student employees?

Student employment positions are compensated on an hourly basis at the federal minimum wage (currently \$5.15 per hour).

How do student employees get paid?

Student employees are paid twice monthly. Time sheets (Appendix H) are available from their supervisor and must be completed by student, signed by their supervisor, and turned in to the Business Office according to the appropriate scheduled dates. Time sheets are the responsibility of the student! Late time sheets will result in delayed compensation. Paychecks will be mailed directly to the students' house unless the student has chosen direct deposit and filled out the appropriate form.



Can a student be terminated from a job?

Yes. Students are expected to perform the duties and responsibilities of their positions in a satisfactory manner. Failure to do so may result in termination of employment.

The Student Employment Process

All students interested in on-campus employment or community service positions must file the Free Application for Federal Student Aid (FAFSA). The student's eligibility is based on the results of the FAFSA.

Instructions for Registering in College Central Network

After preparing a resume, you will want to take the following steps for registration:

1. Enter the Northwest State Community College JobsNET system at <http://www.collegecentral.com/nscc/>. Click once on the hypertext, "Register Now."
2. At the CCN Registration Information web page, create an ID and Password. Enter them online and click once on the "Continue Registration" button.
3. At the CCN Registration Information web page, enter your registration information. Click once on the "Submit Information" button when finished.
4. At the CCN Registration "Complete" web page, click once on the hypertext "Go to My Home Page" to get started.
5. At the CCN "Welcome" web page, click once on the hypertext "Upload a New Resume". Click "Upload Your Resume" to save your resume from your hard drive or floppy diskette, to the CCN server.
6. The "*Resume Uploaded*" screen will appear to confirm that your resume has been uploaded successfully. To view your resume, click the "continue" button.
7. At the "Welcome" screen, click once on the hypertext "View My Resume."



Instructions for Job Searching

1. At the main Northwest State Community College, College Central Network Services web page, click once on the hypertext "Student Central."
2. At the Student Central webpage, enter your ID and Password and then click once on the **GO>>** button to begin your search.
3. At the CCN Welcome web page, click once on the hypertext "Search for Jobs Posted to My School."
4. At the Northwest State Community College CCN Student Job Search web page, enter your search criteria and click once on the "Begin Search" button. **Be sure to choose Work Study for your employment preference.**
5. At the Northwest State Community College CCN "Student Job Search Results" web page, click once on the Job ID to view the job order. The Job ID is the number corresponding to the job title.
6. To start a new search or to change your search criteria, click once on the hypertext "Start a New Job Search."
7. At the Northwest State Community College CCN "Job Detail Information" web page you may view the job order information. If the employer will accept resumes via email, the "Submit Resume" button will appear.
8. To send your resume to the employer, click once on the "Submit Your Resume" button.
9. At the Northwest State CCN "Resume Submission" web page, review the text in the Cover Letter box. You may make changes if you would like. To send your resume, click once on the "Send Resume" button.
10. At the Northwest State CCN Resume Submission web page, the system will indicate your resume was submitted for the job you requested. To start a new job search, click once on the "Start A New Job Search" button.

Some Things to Keep in Mind

Job Titles

The following job titles are for on-campus student employment positions that are offered at Northwest State. These positions are not necessarily open currently, so talk with the Career Services Office about positions being offered at this time.

- Admissions Office Assistants
- Assistant to Instructor
- Business Office Assistant
- Engineering Tech. Lab Assistant
- Cafeteria
- Career Services Secretarial Assistant
- Engineering Technology Graphic Assistant
- Lab Assistant - Biology
- Lab Assistant - Chemistry
- Library Pages
- Financial Aid Office Assistant
- Heritage Arts Office Assistant
- Network Technology Assistants
- Nursing Lab
- Nursing Office
- President's Office Assistant
- Tech Prep Office
- Tutors (on-campus)
- Tutors - Reading and Math (off-campus)



- Be sure to set up a work schedule with your supervisor.
- Report to work on time.
- Your supervisor must approve time off.
- It is up to you to keep track of your hours.
- Make sure you complete, sign and submit your time sheet to your supervisor promptly at the end of each pay period. Remember that you are paid twice a month and therefore, you will not receive a paycheck for at least a month if you turn your timesheet in late.
- Office attire should be neat and clean. Different departments may have different dress codes; check with your supervisor about appropriate dress for your work area.
- Be courteous and respectful.
- While on duty you should be performing tasks that relate to your position.
- Do your job to the best of your ability. Work/Study students play an important role in all areas of the campus, so be professional about your job.
- All personal business and phone calls should be dealt with outside of the office.
- If you have a scheduling conflict, don't assume you must give up your job— please talk to your supervisor. If the conflict cannot be resolved, there may be other jobs, better suited to your schedule, available.
- If you decide you no longer want to be a Work/Study student, inform your supervisor so that someone on the waiting list can be assigned to your position.
- All confidentiality and FERPA guidelines must be adhered to. Prior to beginning employment, you will be required to sign a Confidentiality Agreement.