# Interested in Work-Study at SVCC?

*Federal Work-Study* provides part-time jobs for undergraduate and graduate students with *financial need*, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Students participating in the Federal Work-Study Program are paid minimum wage and can work up to 20 hours per week. The student is not guaranteed a set number of hours per week.

In order to qualify for the Federal Work-Study Program the student must:

- be enrolled half-time (or greater) at the College (half-time is 6cr for fall/spring and 3cr for summer);
- be enrolled in an eligible degree or certificate program;
- be in good academic standing; and
- must have eligibility (financial need) as determined by the Free Application for Federal Student Aid (FAFSA).

The work-study program is a federally funded grant program that provides students the opportunity to gain real work experience. Some of the benefits of participating in the Federal Work-Study program are:

- Work hours around your school schedule
- Earn money to use for outside expenses
- Work-study jobs are great for future resumes
- Work-study money does not count as income on the following year's FAFSA application

Students with eligibility may begin applying for work-study positions once they have received their Estimate Award Letter from the Office of Financial Assistance and are registered at least half-time for the term that they are applying for.

## View Job Postings and Apply Online at https://www.schooljobs.com/careers/svcc

In the search box, under Position Type, choose Work-Study

IMPORTANT: You must apply for each position individually. Supervisors will only see your application if you apply to their position. Once you have created a log-in, the system will remember your information so applying for another position is easy. Once you log in, simply select the next position you wish to apply for, in the drop-down box choose Check for Errors and Submit, and click Go. Review the summary page to ensure it is up to date and check for any additional information required (areas with missing information will have a red X) then Certify and Submit.

Questions about Federal Work-Study? Contact:
Office of Financial Assistance
815-835-6420 fa@svcc.edu

## Tips for Applying

- Fill your application out completely – the system will not permit you to submit your application if required information is missing.
- Make yourself stand out! Add an optional cover letter or resume and be sure to include your skills.
- If called for an interview, be sure to write down who it is with, what department you are interviewing for, and where to go for the interview.
- Dress appropriately for your interview.

## Career Services

SVCC's Business Services/Career Services is ready to help you by providing the following services at no cost to all SVCC students:

- Resume Writing & Reviewing your resume
- Cover Letter & Follow-Up Letter Writing
- Assisting in Interviewing Techniques
- Job Applications & Essentials
- And More

Contact:
Dana Chacon, Career Services Coordinator
815-835-6294
dana.j.chacon@svcc.edu