What is the process for hiring a Work Study student?

1. Contact the Work Study Coordinator, in the Student Employment Services and Co-op office.
2. Return the signed Work Study agreement and completed job description form(s) for each position you have available.
3. We will advertise your position(s) to students eligible for Work Study and refer any interested students to you for an interview.
4. If you decide to hire a student, they will ask you to sign their Work Study Authorization form, which allows us to verify that you indeed have hired that person.
5. Upon receipt of the signed Work Study Authorization form and completed payroll paperwork from the student, they are able to begin working.

Work Study Coordinator
Delaware County Community College
901 S. Media Line Road, Media, PA 19063
610-325-2790
www.dccc.edu

150 09/2010

Work Study

A Valuable Partnership

Student Employment Services
and
Co-op Center

Delaware County Community College

Serving Delaware and Chester Counties

What is Work Study?

Work Study is a financial aid program that provides funding for eligible students to work in part-time jobs located on campus or at non-profit organizations in the local community.

Students who qualify, work up to 10 hours a week and receive a paycheck through the College. Many of the Work Study jobs also provide students with work experience in their field of study.

How can we participate in the program?

To participate you must be a non-profit organization or government agency.

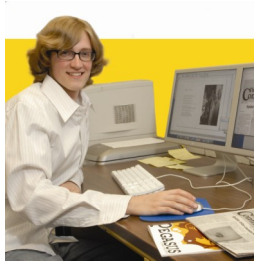
You will be asked to sign a Work Study agreement form and complete a job description form for each position.

You will also be expected to provide supervision to the student(s) on the job and sign a timecard verifying their hours worked every two weeks.

What types of positions qualify for Work Study?

A Work Study job can be just about anything that is relevant to your business. It can be secretarial or administrative work or you can use Work Study students to help run your daily business in such areas as business, communications, computers, education, health science, medicine, behavioral science, and more.

The areas of a business which students are not allowed to participate include politics and religion.



How many hours are students eligible to work?

Work Study jobs are meant to be part-time positions. Students are eligible to work up to 10 hours a week, however, eligibility is specific to each student and is dependent upon their individual financial need.

Students are eligible to work as long as they are currently enrolled for at least 6 credits at Delaware County Community College.