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
901 S. Media Line Rd
Media, PA 19063
610-325-2790
**What is Work Study?**

Work Study is a Federal program that provides funding for college students to work in part-time jobs at non-profit organizations and government agencies in the local community.

Students work 10-20 hours a week and receive a paycheck through the college. Many of the Work Study jobs also provide students with work experience relevant to 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.

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**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, etc.

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 20 hours a week, however eligibility is specific to each student and is dependant upon their individual financial need.

Students are only eligible to work as long as they are currently enrolled for at least 6 credits at DCCC.