FEDERAL WORK STUDY PROGRAM

This Federal program provides part-time jobs for students demonstrating financial need. Students typically work about five to fifteen hours per week and earn $8 per hour through December. Wages will be $9 per hour beginning January 2016. Positions are filled for only one academic year at a time! Students who are placed can receive earnings only up to the amount that they were awarded. The financial aid office will keep track of the earnings and notify students when they are close to using their entire award.

How do I get a work study job?

Contact the financial aid office at your campus of choice immediately if you are interested in a work study position!! You will be advised of the application process when you make this contact.

Columbus Campus         402-562-1237 or 877-222-0780, ext. 1237
Grand Island Campus     308-398-7407 or 877-222-0780, ext. 7407
Hastings Campus            402-461-2413 or 877-222-0780, ext. 2413

Work study assignments are typically based on the student’s amount of unmet need (as determined by the FAFSA and all other financial aid the student is receiving), date of application, and suitability of skills for the position.

Final assignment to Federal Work Study jobs requires a meeting with the job supervisor. The majority of the jobs are performed on campus for instructors or offices at the college. Additionally, there are community service jobs that may be located either on or off campus.

I have been awarded work study dollars. What happens now?

If you contacted the school to request application materials, information will be mailed around the first week of August explaining exactly what needs to be done at that point. Because there are not nearly enough funds to place every student who is eligible and interested in a work study job, it is imperative that students watch for this letter and follow the directions provided!!

Remember that these funds are awarded first come, first served, so failure to follow through on any instructions provided by the financial aid office may result in forfeiture of the work study award.

Can I use work study funds to pay my CCC bill?

Work study students will be paid every two weeks, provided time entry is submitted properly. These funds go directly to students and not to their CCC student account.

What if I take a work study job and then I don’t have time for it?

Students should think very carefully about their commitment to a work study position before accepting it. Once placed, there is an expectation that students will be there every day they are expected to work, they will be on time, and they will always notify the supervisor in the event they need to be absent. Students who are chronically late or absent may be terminated!

If you accept a position and then feel it is not working out, please contact the financial aid office immediately.

Can I pick the kind of job I want?

Each campus provides eligible students a listing of the jobs available. Every effort will be made to place students in an area of interest; however, because positions and funds are limited, that is not always possible.

What expectations must I meet once placed in a work study position?

Expectations of students assigned work study jobs are outlined for them at the point they are hired. A work study job is like any job. Students who fail to perform their duties as assigned or who are late or absent often without adequate reasons may be terminated.