

College Work-Study FAQs

Keene State College – Student Employment Programs

What is College Work Study?

With the aid of federal funds, Keene State College provides part-time on-campus employment opportunities for students who demonstrate financial need.

How was I chosen?

College Work-Study (CWS) is a form of financial aid, awarded as part of your financial aid package by Student Financial Services (SFS). Students chosen for this program have shown financial need by completing the FAFSA form each year. The College Work-Study program at KSC is for current KSC students only.

Your CWS award is subject to change during the academic year based on new, additional financial information received by SFS after you are packaged. You may receive an unanticipated scholarship or grant or request an additional loan. Since KSC cannot provide financial assistance to students in excess of their computed financial need, your CWS award may be decreased or canceled. Be sure to let your supervisor know of any changes in your CWS award as soon as you become aware of them, as the changes may influence your CWS position and your supervisor's ability to employ you.

You and your supervisor are responsible for monitoring your earnings, and to ensure that you do not work hours that will bring your gross earnings beyond the authorized amount for the fall semester or for the academic year. Although students are typically awarded CWS for the entire year, you may not earn more than 50% of the award amount during the fall semester. The award amount listed on your College Work-Study Authorization Card represents a full-year award. It may be necessary to rearrange your work schedule so that you do not exceed the remaining authorized amount.

What kinds of positions are available?

Hundreds of on-campus CWS positions are offered at Keene State College. Examples of on-campus jobs include: Aerobics Instructor, Box Office Assistant, Bookstore Cashier, Groundskeeper, Life Guard, Mail Clerk, Note Taker, Public Lab Monitor, Student Assistant and Tutor. Work-study offers students an excellent opportunity to earn spending money while gaining work experience. Hours for work-study positions are flexible enough to fit with your academic schedule.

Some students and parents are concerned about the ability to manage course work and paid work. National studies indicate that students, who work less than 20 hours per week on campus, do as well if not better academically than their non-working peers. Funds from the College Work-Study Program enable eligible students to work up to an average of 10 hours per week each semester while classes are in session, and up to 40 hours per week at other times.

How do I find a College Work Study position?

Students must seek their own jobs. We encourage you to consider jobs related to your educational and career goals. Student Financial Services will host a Job Fair on Tuesday, September 1, 2009, in an effort to match students with hiring departments. Job openings are also posted online at www.keene.edu/sfs/jobs.cfm. Students who have a College Work-Study Authorization Card may contact KSC departments and interview for such positions on their own.

Can I work more than one College Work Study position?

Students are usually approved for only one on-campus position in any one semester. If you accept a job that will not allow you to earn your maximum work eligibility, you may be allowed to obtain a second job. Student Financial Services must approve this exception. If you accept a second CWS position you must inform both departments that you hold two CWS jobs.

If you are approved for and accept a second job, please keep the following in mind: your primary responsibility is to the department you accepted a position with first. You have committed yourself to working the scheduled hours for that department and will be expected to uphold that commitment. You are restricted to working 20 hours per week or less while classes are in session. If your second job results in your working more than eight hours in a day, the second department will be responsible for any overtime pay to which you are entitled. It is your responsibility to inform your supervisor if this situation will occur. Remember that overtime pay will count against your earning limit. If you reach that limit before the end of the year, you will be required to stop working. Please monitor your earnings carefully so that you are not required to end your job early.

What do I do after I get hired?

- Bring your College Work-Study Authorization Card to your supervisor and have them fill out the Banner CHASE form.
- Complete and submit the Payroll Direct Deposit form.
- Complete and submit the W-4 and I-9 forms if you have not previously worked on campus at Keene State College.

Note: You must bring two forms of ID, such as your driver's license and Social Security card or birth certificate to complete the I-9.

How do I get paid?

Keene State College pays student employees on a biweekly basis by direct deposit or check. Students submit timesheets to their supervisors who verify the hours worked and forward the timesheets to Human Resources every other Monday. You will receive a paycheck on the following Friday. Students are expected to budget CWS earnings for educational expenses. Pay rates are set by the College and vary with job responsibility and difficulty, and the employee's qualifications and experience. Students are assigned a total earning amount for the academic year, based on need. The Federal and New Hampshire wage rate for the 2009/2010 academic year is \$7.25.

Note:

- We strongly recommend that students sign up for direct deposit.
- CWS wages are paid directly to you and are not applied to your student account.

Do I get paid to study?

No, College Work-Study refers to the nature of the program: you work to earn money to continue your studies at Keene State College. Legally, the federal government will pay wages only for the hours that you actually work.