



Ozarka College

Providing life-changing experiences through education.

Federal College Work Study (Campus Employment)

Ozarka College offers students employment under the Federal Work Study program. This is a financial aid program that provides eligible students with a way to gain valuable work experience and earn money to pay for college expenses. The jobs are usually on campus. Most work study positions pay minimum wage.

The employment year is first day of Fall/Spring classes through the last day of the semester. Students may run out of funding before the end of the year. If this happens, the job will terminate. The number of hours will depend upon the position and will be outlined by the supervisor of the job.

To apply for a Work Study assignment:

1. Check with the Financial Aid office for Federal Work study job listings
2. Complete Federal Work Study application.
3. Submit application to Financial Aid Office to determine eligibility.
4. Receive a "hire letter" from the Financial Aid Office (if eligible)
5. Contact the supervisor for the position which interests you and set up an interview. If hired, return the approved "hire letter" to the Financial Aid Office.
6. Complete paperwork with Human Resources/Payroll Departments. (FWS employees are paid on the same schedule as regular Ozarka College employees-bimonthly).

Student's responsibility for the Federal Work Study Employment:

- o Be informed. Ask about departmental rules concerning dress code, phone use, and visitors. Consult with your supervisor regarding the timing of breaks. o Report to work according to the schedule established by you and your supervisor. Arrive ready to work! Inform your supervisor in advance of expected absences from work. Call ASAP concerning unexpected absences. o Take your job seriously. This is not a "pretend" job. Studying during working hours is not acceptable UNLESS your supervisor approves it.
- o In all matters, behave in an honest and professional manner. Keep confidential information to yourself.

REMEMBER: Ozarka College depends upon the student work program to supplement its work force. Therefore, each and every position filled through this program is essential.

Your rights as an employee are to work in a safe, drug-free, non-threatening environment. You have the right to be treated without discrimination by your supervisor, other campus personnel, students, and the general public. You should expect your supervisor to set a schedule that you both agree to; to clearly state and fully explain your duties and any workload expectations.