

**Q: How do I know if I am eligible for the Work-Study Program?**

A: You should have received an award letter from the Financial Aid Office letting you know how much you were awarded. Please check your award letter first, but if you are not sure, stop by the Student Service Center in Perry Hall.

**Q: What if I am not eligible for the Work-Study Program?**

A: There are some jobs that are available to students who do not qualify for the Work-Study Program. These jobs are listed on JobSpot; find the link on the Career Services home page:

<http://www.champlain.edu/Career-Services.html>.

**Q: What is the first thing I should do if I am interested in a work-study job this year?**

A: You should complete the *Student On-Boarding Process* so that you are entered into the system. You should have received an e-mail with instructions, so be sure to check your Champlain "mymail" account. If you do not have the e-mail, then please stop by the Student Service Center in Perry Hall. (See reverse for details)

**Q: How do I find a work-study job?**

A: You can see the list of currently available on-campus or off-campus jobs on **JobSpot**. Find a link on the Career Services home page: <http://www.champlain.edu/Career-Services.html> (See reverse for details) and/or attend the **Work-Study Job Fair on Monday, August 30<sup>th</sup>**, from 2:30 – 4:30 pm in the Hauke Conference Room.

**Q: What documents do I need to have with me in order to be hired into a work-study position?**

A: You will need to provide an unexpired passport, **OR** a driver's license or school ID **AND** a social security card or birth certificate.

**Q: Can I provide photocopies of my required documents?**

A: No, we must see the original documents.

**Q: What paperwork do I need to bring to a work-study job interview?**

A: You will need to bring your Work-Study Authorization Form, which you may pick up at the Work-Study Job Fair or at the Student Service Center in Perry Hall **after** the Fair. You will also need to bring the Acknowledgement Form, which you print out after you complete the *Student On-Boarding Process*. Some positions require an application or resume with cover letter. Refer to each job posting for details.

**Q: Do I have to get a work-study job right away?**

A: No, you can get a job any time, but there will be fewer jobs to choose from if you wait.

**Q: Am I allowed to have more than one work-study job?**

A: Yes, you may have multiple jobs as long as you do not exceed your total award amount for the year between them all.

**Q: What do I need to do if I want my work-study payments to go towards my tuition?**

A: You will need to fill out a deferment contract. Please contact Student Accounts at [studentaccounts@champlain.edu](mailto:studentaccounts@champlain.edu) if you are interested in learning more about this option.

**Q: How often are we paid?**

A: You are paid every other Friday; the first pay day is September 10<sup>th</sup> if you worked the previous week.

**Q: Is direct deposit available for my work-study pay check?**

A: Yes, if you complete the Direct Deposit Form in the *Student On-Boarding Process* your paycheck will be deposited into your bank account on pay day. Otherwise, you will receive an actual pay check.

**Q: Who do I contact if I have other questions about work-study?**

A: You may contact the Student Service Office in Perry Hall or Angela Hyldburg in Career Services at [ahyldburg@champlain.edu](mailto:ahyldburg@champlain.edu) or 802-860-2720.

**Please remember that Work-Study is not the same as loans or grants ...  
you must work in an approved work-study job in order to receive this financial aid award.**



**Work-Study positions are posted on JobSpot**

Find the link on the Career Services home page:

<http://www.champlain.edu/Career-Services.html>

If you have not created an account, please do. It is a four step process to make the account active so that you can search for positions.

1. Create the account (please use your Champlain e-mail address – [first.last@mymail.champlain.edu](mailto:first.last@mymail.champlain.edu)).
2. Verify your e-mail address – after the account is created and submitted, you need to go to your e-mail and verify that the address is accurate.
3. Career Services must approve your account.
4. After your account is approved the system will send another e-mail with a **temporary password**.

Once these steps are complete, you can then start searching for work-study positions.

To search, you will log into the system with your **user name** and **temporary password** (once logged in, change password) and then select **position type: work-study**. Review each position carefully being mindful to apply as requested.

***Student On-Boarding Process* - NEW this year**



If you have been awarded work-study funding you should have received an e-mail recently with the information on the required **hiring paperwork for work-study positions**. The e-mail was specific to each student with login details and step-by-step instructions. This new online system will replace paper versions of the W4, I-9, Direct Deposit (optional) and Confidentiality Statement. An Acknowledgement Form must be printed when the student completes all steps. NEW student employees will be required to provide ID for the I-9 form and should take them to the Student Service Center in Perry Hall. Complete instructions are included within the *Student On-Boarding Process*. If you did not receive the e-mail, please contact the Student Service Center in Perry Hall.