

CALTECH

UNDERSTANDING WORK-STUDY
FOR CALTECH STUDENTS

WHAT IS FEDERAL WORK-STUDY?

Federal Work-Study is a federally funded program that provides financial support for students with demonstrated financial need. These funds are part of your financial aid award and are to be used for part-time employment.

Freshmen may be awarded Federal Work-Study as part of their financial aid award; however, they may not begin Work-Study employment, or any part-time employment, until second term.

HOW DO I FIND A FEDERAL WORK-STUDY JOB?

Federal Work-Study jobs are available on campus and with the Caltech Y. As with any other part-time job on campus, Work-Study positions may be technical or non-technical in nature.

Students who have accepted their work-study awards need to register with TECHERlink to apply for work-study positions. Login to <https://caltech-csm.symphlicity.com/students/index.php> to sign up. Once your account has been created you will start receiving emails for posted work-study jobs.

To apply for positions advertised on TECHERlink follow the instructions below.

Step 1: Begin by navigating to the Career Development Center website at <https://career.caltech.edu> and click on the Current Students menu option (yellow arrow below)



Step 2: Once you have entered the Current Students section of the website and click on the Work Study menu option (yellow arrow), you will see the Enter TECHERlink (green arrow) option. If you already have a username and password, you may type those in their designated boxes and click GO. If this is your first time using TECHERlink, you will need to register and can do so by clicking Register For TECHERlink (purple arrow). You will then be taken to the registration page.



If you have already registered for TECHERlink, please continue on to Step 4

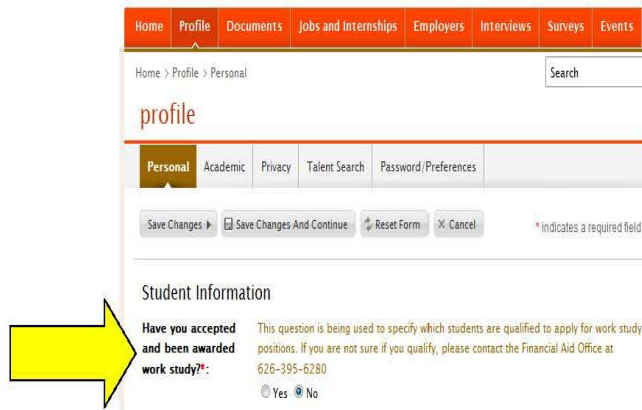
Step 3: Once you have clicked to register for TECHERlink, you will be taken to the registration page you see below. Please be sure to use your Caltech.edu e-mail address, as this helps our office to track Caltech students in our system.



The screenshot shows the 'Register' page for TECHERlink. At the top, there are links for 'Sign in', 'Forgot my password', and 'Register'. Below this is the 'Student Registration' section. It includes a radio button question 'Are you an alumnus(a)*:' with 'Yes' and 'No' options. There are input fields for 'Caltech UID*', 'Full Name*', and 'First:'. A note indicates that the UID field is for Caltech UID or Caltech Alumni Association ID. A small '* Indicate' label is visible on the right side of the form.

Once you have completed this registration, the Career Development Center will send you a username and password via e-mail within 24 hours.

Step 4: When you have logged into the TECHERlink system, navigate to the Profile tab and then the Personal sub-tab. Answer the required question regarding work study (yellow arrow).



The screenshot shows the 'profile' page in the TECHERlink system. The navigation menu at the top includes 'Home', 'Profile', 'Documents', 'Jobs and Internships', 'Employers', 'Interviews', 'Surveys', and 'Events'. The 'Profile' tab is selected, and the 'Personal' sub-tab is active. Below the navigation are buttons for 'Save Changes', 'Save Changes And Continue', 'Reset Form', and 'Cancel'. The main content area is titled 'Student Information' and contains a question: 'Have you accepted and been awarded work study?'. A yellow arrow points to this question. The question text explains that it is used to specify which students are qualified to apply for work study positions and provides contact information for the Financial Aid Office. The question has radio buttons for 'Yes' and 'No'.

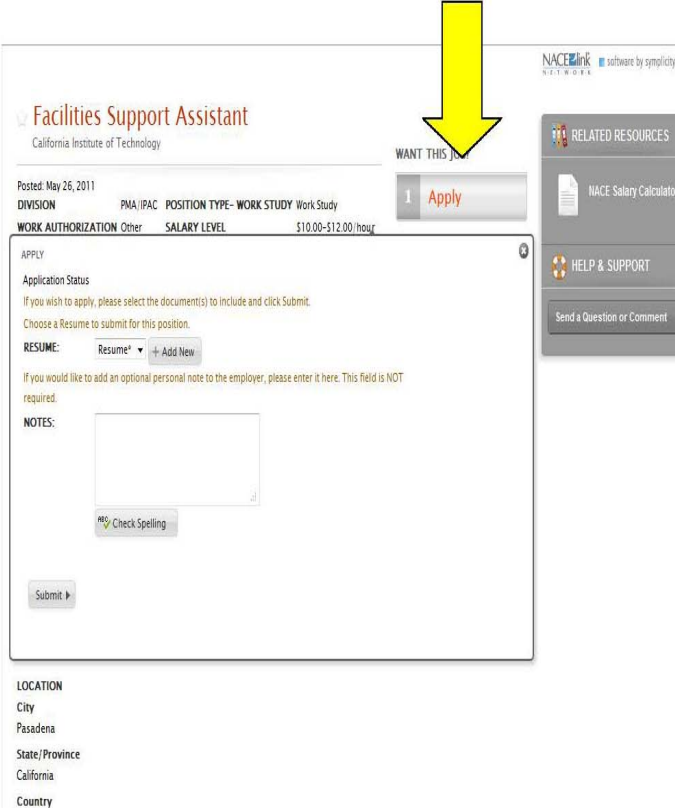
Step 5: Click on the Jobs and Internships tab and then proceed to the Jobs for Caltech Students and Alumni (yellow arrow).



Step 6: Once you are in the Jobs and Internships tab, click on the More Options button (yellow arrow).



Step 9: Click on the job title to view the entire job description and application requirements. Click the Apply button (yellow arrow) when you are ready to submit your application. Choose the required documents and click Submit. *Note: If you do not know how to upload documents to the TECHERlink website or would like further instructions, please visit the Career Tools section of our website and choose **Part III: How to upload your resume and other documents for your job applications.***



The screenshot shows a job listing for "Facilities Support Assistant" at the California Institute of Technology. The page includes a "WANT THIS JOB?" section with a prominent "1 Apply" button, which is highlighted by a large yellow arrow. Below this is an "APPLY" form with fields for "RESUME" (with a dropdown menu and "Add New" button) and "NOTES" (with a text area and "Check Spelling" button). A "Submit" button is at the bottom of the form. To the right, there are "RELATED RESOURCES" including a "NACE Salary Calculator" and "HELP & SUPPORT" with a "Send a Question or Comment" button. The "LOCATION" section at the bottom lists: City: Pasadena, State/Province: California, Country: [blank].

Facilities Support Assistant
California Institute of Technology

Posted: May 26, 2011
DIVISION: PMA/IPAC POSITION TYPE- WORK STUDY Work Study
WORK AUTHORIZATION: Other SALARY LEVEL: \$10.00-\$12.00/hour

WANT THIS JOB?
1 Apply

APPLY

Application Status
If you wish to apply, please select the document(s) to include and click Submit.
Choose a Resume to submit for this position.

RESUME: Resume* + Add New

If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.

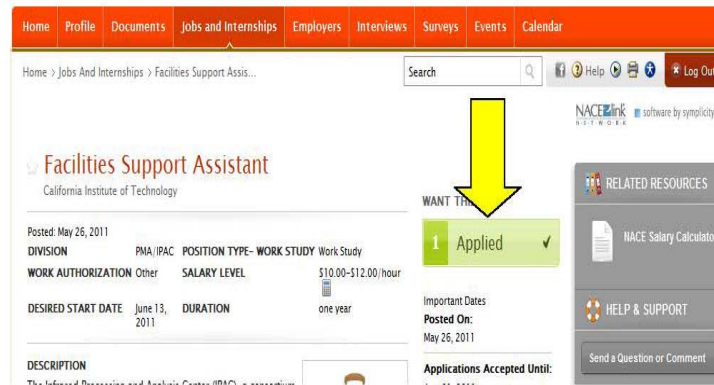
NOTES:

Check Spelling

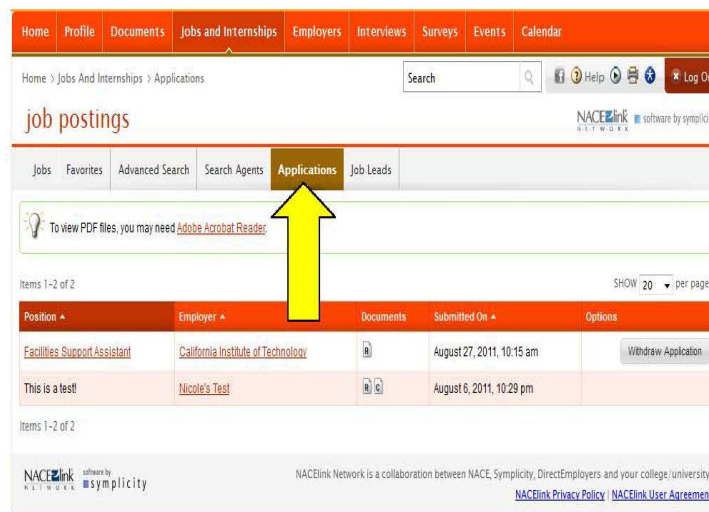
Submit ▶

LOCATION
City
Pasadena
State/Province
California
Country

Step 10: When you have completed the application process, you will see that the Apply button changes to say Applied (yellow arrow). If this does not happen, your application may not have been submitted.



Step 11: To view your application (or withdraw), navigate to the Applications sub-tab (yellow arrow). You are able to see which documents you submitted to the position as well as view the job description.



I'M INTERESTED IN COMMUNITY SERVICE WORK. CAN I DO THAT UNDER THE WORK-STUDY PROGRAM?

Students who are awarded Federal Work-Study can earn \$20 an hour for doing community service through the Caltech Y! There are a number of options available both on- and off-campus ranging from tutoring and mentoring local school students to serving meals at homeless shelters. You can also work with trail maintenance programs, food banks and schools. This is an excellent way to experience a completely different type of environment, work with people in need, make a difference in the community - and get paid for it. To learn more about community service opportunities, visit the Caltech Y website at www.caltechy.org. If you are interested in receiving email announcements of upcoming community service projects, you can self subscribe to the Community Service Interest List at www.caltechy.org/lists/. For more information, call the Caltech Y at (626) 395-6163 or email caltechy@caltech.edu.

HOW DOES A FEDERAL WORK-STUDY JOB DIFFER FROM OTHER TYPES OF JOBS?

Work-Study positions differ only in the way the salary is handled. At Caltech, the federal government pays 75% of your salary and the hiring department pays the remaining 25%. International students on the Caltech Work-Study program are paid 60% by financial aid and 40% by the hiring department.

Your award letter will show you the 100% or "gross" earnings you can earn under Work-Study. The actual salary paid to Work Study students does not differ from students in other positions. Caltech has recommended salary ranges based upon the nature of the work (technical or non-technical). These recommended ranges are adjusted each October. **The salary range for Work-Study students is typically between \$8.00 to \$23.00 per hour.**

HOW MANY HOURS MAY I WORK?

A Caltech student works on average 4 to 10 hours per week. You cannot work more than 16 hours per week. Only under special circumstances the Dean or Associate Dean of Students may give a student permission to work more than 16 hours a week. In addition, it is important for you to know that every hour you work must be accurately reported on a timesheet. **Remember, your Work-Study award is for a specific dollar amount. If this is used up before the end of the academic year, you may continue working only if your employer is willing to pay 100% of your salary in excess of your Work-Study.** If you need to request an increase in your Work-Study award, you should see a Financial Aid Counselor **before** your Work-Study allocation is fully earned.

I'D LIKE TO WORK DURING THE SUMMER. WHAT DO I DO?

Summer Work-Study is a need-based financial aid award determined by your eligibility to receive financial aid for the **next** academic year. Summer Work-Study allows you to earn a portion of your expected award for the following academic year in advance.

The application for Summer Work-Study is separate from the application for financial aid during the academic year. Information about the Summer Work-Study program is available at the beginning of Spring term in the Financial Aid Office. Your financial aid file must be complete by May 1st and your application for Summer Work-Study received no later than May 15.

WHAT BENEFITS ARE THERE TO BEING EMPLOYED IN A FEDERAL WORK-STUDY POSITION?

Although the primary purpose of the Work-Study program is to help you earn a portion of your financial aid award, part-time employment has some distinct career advantages. Students working in career-related positions make more confident career choices at graduation, adapt better to the work environment, have higher initial salary offers and are promoted more quickly.

Realistically, not all students will have the opportunity to obtain a Work-Study job that is related to their career goals. The number of career-related positions is limited. Additionally, if you are a freshman or sophomore, you may have limited work experience that may make it difficult for you to compete with juniors and seniors for these positions. However, non-career related positions can provide other benefits. Being employed can help you test your ability to handle work-related pressures and deadlines, help you learn how to interact with fellow employees, and help you learn about organizational politics and policies.

Some students' first choice is a non-technical position. This gives them the opportunity to benefit in other ways. First, you get a break from the academic rigors of Caltech. Second, non-technical positions often provide some immediate and gratifying benefits. For example, waiters at the Athenaeum receive one free meal a day and ushers for Public Events get to enjoy many of the events free of charge.

We encourage you to pursue a Work-Study job. Many positions offer unique and creative experiences that develop skills which are highly sought after by employers and graduate schools. Work-Study jobs are in offices with supportive and friendly staff whom you will enjoy getting to know. Please contact us if you have further questions.

RESOURCE LIST

CAREER DEVELOPMENT CENTER

Center for Student Services
414 S. Holliston Avenue, 3rd floor
(626) 395-6361

www.career.caltech.edu

Hours: 8:00 AM – 5:00 PM

- Advertises all student employment positions for summer and academic year.

FINANCIAL AID OFFICE

383 S. Hill, 2nd floor
(626) 395-6280

www.finaid.caltech.edu

Hours: 8:00 AM – 5:00 PM

- Awards Federal Work-Study, Caltech Work-Study and other financial aid.
- Answers questions about your financial aid award and the Work-Study employment process.
- Handles applications for Summer Work-Study.
- Coordinates student earnings with other financial aid.

DEAN OF STUDENTS

Center for Student Services
414 S. Holliston Avenue, 2nd floor
(626) 395-6351

www.deans.caltech.edu

Hours: 8:00 AM - 5:00 PM

- Gives permission for Freshmen to be employed first term.
- Gives permission for student employment over 16 hours per week.

CALTECH Y

505 S. Wilson
(626) 395-6163

www.caltechy.org

Hours: 9:00 AM – 5:00 PM

- Hires students for off-campus & community service positions.

HUMAN RESOURCES: EMPLOYEE RECORDS

399 S. Holliston Avenue
(626) 395-6476

www.hr.caltech.edu

Hours: 7:30 AM – 5:30 PM

- Answers questions regarding the various payroll forms required to employ students.

This brochure describes the programs, policies, and procedures in effect at the time of printing, all of which are subject to change without prior written notice.

CALIFORNIA INSTITUTE OF TECHNOLOGY

Office of Financial Aid

finaid.caltech.edu

(626) 395-6280