

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 offer and are to be used for part-time employment.

Freshmen may be awarded Federal Work-Study as part of their financial aid; 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?

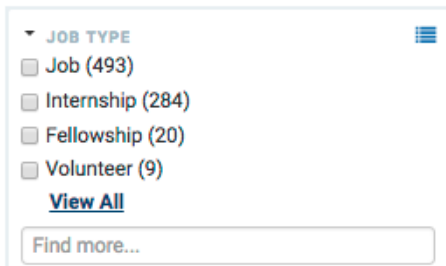
Federal Work-Study jobs are available on campus and with the Caltech Y. As with any other part-time job on campus, Work-Study positions may be technical or non-technical in nature.

Students who have **accepted** their work-study awards can login to <https://www.career.caltech.edu/handshake> to apply for work-study jobs. For more information on how to find a work-study job follow the instructions below.

How to Search for On Campus and Work Study Positions

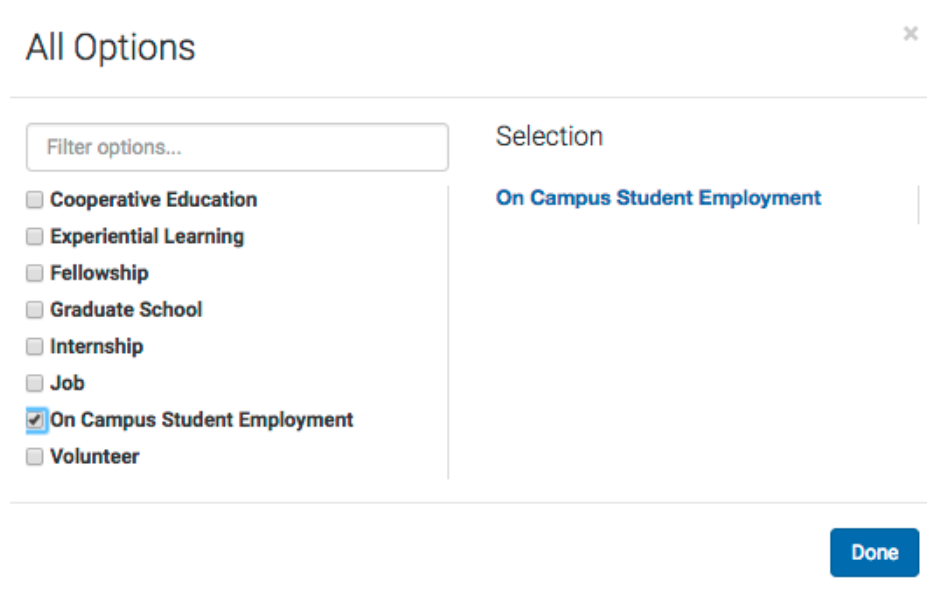
Within the job search, you can search specifically for on campus or work study positions. To do this, navigate to the jobs workflow on the lefthand navigation pane.

To find positions designated as work study jobs, click on "View All" under job type:



A screenshot of a filter menu titled "JOB TYPE" with a dropdown arrow and a hamburger menu icon. The menu contains the following items: "Job (493)", "Internship (284)", "Fellowship (20)", and "Volunteer (9)". Below these items is a link labeled "View All" and a search input field with the placeholder text "Find more..."

Select "On Campus Employment" from the available job types.



A screenshot of a dialog box titled "All Options" with a close button (X) in the top right corner. The dialog is divided into two main sections. On the left, there is a search input field labeled "Filter options...". Below it is a list of job types with checkboxes: "Cooperative Education", "Experiential Learning", "Fellowship", "Graduate School", "Internship", "Job", "On Campus Student Employment" (which is checked), and "Volunteer". On the right side of the dialog, under the heading "Selection", the text "On Campus Student Employment" is displayed in blue. At the bottom right of the dialog is a blue button labeled "Done".

This will give you all of the jobs that have been specified as on campus positions.

To find those positions specifically designated work study positions, scroll down the job search page and check the checkbox next to "Work Study". This will give you all positions that were marked as work study (some may also be on campus employment).

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 subscribe to the Caltech Y email list at <http://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 offer 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 updated yearly. **The salary range for Work-Study students is typically between \$12 to \$23 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**. In addition, it is important for you to know that every hour you work must be accurately reported on a timesheet or in Kronos. **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 visit the

Financial Aid Office **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. 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 1, and your application for Summer Work-Study received by May 9. Exceptions may be granted for late submissions.

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, 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.

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.

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