



Work Study Placement Process for Students

- Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and submit any other required documentation to the Financial Aid Office. Check your eligibility for Work Study and submit your Work Study Application/Statement of Understanding and resume to the Financial Aid Office. Note that you must be registered for six (6) credits or more to be eligible. The Career Services Office (SSC L120) may assist you with the development of a resume. They also offer workshops to help you improve your interviewing skills and resume preparation. You may be required to participate in a workshop.
- Be sure to log into your MCC student email account to check for announcements about available Work Study positions. Post your resume on College Central Network (CCN): www.collegecentral.com/manchester. (See details below.) Be proactive! Check placement opportunities in the CCN system regularly and send your resume to potential employers through the site. Please note that not all positions posted on the site are Work Study positions.
- Prepare before attending any interviews. Review the job description, dress business casual, and bring a copy of your updated resume.
- If you are offered a position, your supervisor is responsible for contacting the Financial Aid Office to request the Work Study Approval Packet. The packet will be emailed to your supervisor who will contact you to schedule a time for you to complete and sign the required paperwork together. Some departments may require background checks. The Work Study award will only appear once the Work Study Approval Packet is generated for your supervisor. It is not a part of the initial financial aid package.
- Once hired visit the Payroll Office, SSC L125, to complete the Payroll Hire forms. Be sure to bring two forms of ID. You may be asked to complete a policy/regulations online training for Human Resources.
- Your supervisor will be responsible for returning the Work Study Approval Packet forms to the Financial Aid Office. (If you are working *off-campus*, the Financial Aid Office will then send the NOE form to the Dean's Office for signature.) When returned, the paperwork will be processed and sent to the Payroll Office. Payroll will give authorization to the supervisor for you to begin working. **DO NOT begin working until your supervisor has received authorization from the Payroll Office.**

Your Next Job May Only Be A Mouse Click Away



IF YOU WANT TO...

- view up-to-date listings of local and national full-time, part-time and seasonal job openings, Work-Study positions on or off-campus, or internships that suit your interests and experience
- upload your resume for employers to view
- participate in virtual job fairs
- receive job search advice
- learn more about upcoming workshops, events and career fairs at MCC and other local institutions

ALL YOU HAVE TO DO IS...

Visit **www.collegecentral.com/manchester** and register!

This service is free and accessible from any computer with internet access 24 hours a day, 7 days a week. If you need help registering or if you have any questions, please email the MCC Career Services Office at jgreene@mcc.commnet.edu.



1. How do I know if I am eligible for Work Study funds, and how do I apply?

Students must visit the Financial Aid Office to discuss eligibility for Work Study. If you are eligible, you may request a Work Study Application. Similar to the FAFSA, the Work Study application must be renewed every academic year. Remember that Work Study is not the same as grants which are fully disbursed into your account based on your eligibility; you must work in order to get paid. During fall and spring, you must be enrolled in at least six credits to be eligible. *Work Study positions are NOT guaranteed for all eligible students.*

2. How many hours can I work?

You can only work up to 17 hours per week during the fall and spring semesters. Students can only work until their Work Study funds run out for a given semester. It is the responsibility of the supervisor to work with you in tracking your hours to avoid going over the awarded amount. The supervisor, however, will determine your final work schedule taking into consideration your availability and class schedule.

3. How do I get “placed” in a Work Study position?

Be sure to log into your MCC student email account to check for announcements about available Work Study positions. Manchester Community College uses the on-line job listing system powered by College Central Network (CCN) for on-campus departments to post their available Work Study positions. The website for the on-line job board is: www.collegecentral.com/manchester. It is a free service. You simply have to register by creating an access ID, password, and profile for yourself. Once you are logged in, you can find positions by using the key word “Work Study” as your search criteria. You will NOT automatically be “placed” into a Work Study position. You will need to go through an application process, just like you would when searching for a non-Work Study position. You will also have the opportunity, once logged into CCN, to upload your resume. Off-Campus positions are NOT posted on this website. You may get more information on off-campus positions by visiting the Financial Aid Office as these are handled on an individual-basis. *Note that a Work Study placement is NOT guaranteed for every applicant.*

4. What do I do if I don’t have a resume prepared?

If you do not have a resume or would like to improve the resume you have, you can take advantage of the Resume Builder feature on CCN. You can also attend a resume writing workshop here on-campus, offered by MCC Career Services. Information regarding these workshops is generally posted on the MCC webpage in the *Events* section. You can make an individual appointment with a MCC Career Services staff to review your resume.

5. Where do I submit my resume, and what happens next?

You may attach your resume to the Work Study Application and submit it to the Financial Aid Office. If interested in on-campus positions, you should submit your updated resume and application for a position through CCN. Once you see a listing that appeals to you, you will be able to submit your resume electronically to supervisors.

6. When hired, what paperwork needs to be completed in order for me to start working?

The Payroll Office requires student workers to complete the Payroll Hire forms. You may request these forms at L125. Your supervisor will also be responsible for contacting the Financial Aid Office to request the documentation needed for placement. The Payroll Office will notify your supervisor when you are all set to start working, and your supervisor will inform you. DO NOT start working if your supervisor has not received authorization.

7. How are time sheets submitted?

You must complete your time sheet (one week per time sheet) and have your direct supervisor sign the form and submit it to the Payroll Office. Supervisors and students must keep a copy for their records and track earnings. Your supervisor must follow the proper Payroll guidelines for time sheet submission.