

# HUMAN RESOURCES WORK STUDY POSITION

APPLICATIONS TAKEN UNTIL FROM NOW

**Until Filled**

Fill out the electronic application online and attach your current school schedule. If you have any questions please contact Madison Morgan-Crater, Human Resources Assistant, at [madison.morgan@montcalm.edu](mailto:madison.morgan@montcalm.edu). Please make sure you list what **position(s)** you are applying for on your application.

## Human Resources Work Study Position

Applicants should have excellent customer service, communication, and phone skills. The candidate must be detail oriented, a self-starter, proficient at filing and organization, and have a clear understanding of confidentiality. In addition, a successful candidate should be comfortable with computers and technology with accurate typing skills.

Up to 25 hours a week is available at \$9.45 / hour.

**\*\*Work-Study students must have a completed a 2019-20 financial aid file and be eligible for funding.**

*Federal College Work Study (CWS):* This program offers work, on or off campus, to students with financial need to help meet their educational expenses. Jobs are arranged after considering the amount of the award and the student's class schedule. Students are paid bi-weekly.