

STUDENT SERVICES WORK STUDY POSITION

APPLICATIONS TAKEN UNTIL FROM
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. Please make sure you list what **position(s)** you are applying for on your application.

Student Services Work Study Position

Applicants will need to perform general clerical functions in coordination with Student Services, Recruitment and Career Advising staff. Duties include, but are not limited to, data entry, packaging recruitment mailings, packing visit supplies, outreach to prospective and current students. The successful candidate should be comfortable with computers and technology, dependable, detail oriented, a self-starter, possess good communication skills, proficient at filing and organization, and have a clear understanding of confidentiality. Other general duties as assigned by the Student Services and Recruitment staff.

Up to 25 hours a week is available at \$9.65/hour.

****Work-Study students must have a completed a 2020-21 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.