

# CUSTODIAL WORK STUDY POSITION

APPLICATIONS TAKEN  
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.

## Custodial Work Study Position

Applicants will need to perform general cleaning functions in coordination with the full-time custodial staff. Duties include but are not limited to wiping down flat surfaces such as desks, tables, countertops and window sills. Vacuuming carpeted areas such as classrooms, offices, and common areas. Collecting trash, dusting in room corners, light fixtures, and windows. Cleaning of bathrooms, which would include removal of trash, cleaning mirrors and toilets. Other general duties as assigned by the full-time staff.

Up to 25 hours a week is available at \$11.50 / hour.

**\*\*Work-Study students must have a completed a 2024-25 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.

Please keep in mind if applying for work study, you must be eligible for federal funds. This means if your (SAP) Satisfactory Academic Progress is terminated you are not eligible to be a work study employee. If you are on an academic plan you may not be eligible unless you are meeting your academic plan standards. Please reach out to the financial aid office with any eligibility questions or concerns.