

WORK-STUDY PROGRAM

Garden City Community College offers a variety of work-study jobs. Most students are eligible to participate in the work-study program. This program gives students a unique opportunity to gain valuable work experience while attending college and earn money to help pay for their educational expenses at the same time. Students are able to work up to a maximum of 15 hours per week at \$10.00 per hour.

Students are strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA) on file at GCCC to be referred for a job.

Information about each job will be available in the Financial Aid Office on registration day. Job availability is greater at the beginning of the school year. As positions are filled, it may become more difficult to find a job. We will help in any way we can, but it is up to each student to obtain his or her own work-study job.

BEGINNING REGISTRATION DAY, THE PROCESS TO OBTAIN A WORK STUDY POSITION IS AS FOLLOWS:

- Jobs posted in the Financial Aid Office.
- Students may choose up to 3 positions of interest per day.
- Submit those choices to the Financial Aid Office for a Referral/Hiring form for each.
- Take the forms to the supervisors of the positions for interviews.
- First-time work-study students must attend a work-study orientation meeting. Scheduled times will be available in the Financial Aid office.

ONCE THE STUDENT IS HIRED:

- Take your Referral/Hiring form back to the Financial Aid Office for further instructions.
- Students will need to complete payroll forms and submit two original forms of identification. These documents include:
 1. A document that establishes identity (i.e. Drivers License or Student ID card).
 2. A document that establishes employment eligibility (i.e. Social Security card, Birth Certificate or U.S. Passport).

If a student does not have both forms of ID, he/she should visit the Payroll Office for information on additional forms of ID that may be admissible. This could be done prior to arriving at Garden City Community College.

- All new work-study and re-hired work-study students are required to go to the Payroll Office each year to make sure all paperwork is in order.
- Students cannot begin working until they receive a copy of the final Referral/Hiring form. It will have a “Beginning Work Date” and the signature of a Payroll Office staff person.