



## STUDENT EMPLOYEE JOB DESCRIPTION

This form is to be used in requesting a student employment position for your department. This includes State Work Study, Federal Work Study and Student Help (non-work study). You must also complete a [Requisition for Hire](#) form. Completed requisition and job description should be emailed to [careerservices@wwcc.edu](mailto:careerservices@wwcc.edu) with the subject line: "Student Requisition for Hire"

<b>Job Title:</b>		<b>Department Contact:</b>	
<b>Department/Group:</b>		<b>Phone:</b>	
<b>Location (WW or CLK):</b>		<b>Email:</b>	
<b>Preferred Start Date:</b>		<b>Interviewer(s):</b>	
<b>Anticipated End Date:</b>			
<b>Position Type (See below)</b>		<b>Notes:</b>	
<b>Job Description</b>			

### ROLE AND RESPONSIBILITIES

Please list a minimum of three.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

### PREFERRED SKILLS

### ADDITIONAL NOTES

Please indicate any additional notes that you would like applicants to be aware of.

## Types of Student Employment

**Student Help** – funded by a department’s budget. These positions can work up to 19 hours per week while classes are in session and up to 40 hours per week when classes are not in session (winter break, spring break, summer). The department determines the wage for Student Help positions, although they must be reasonable and at least minimum wage.

**Federal Work Study** – provides part time jobs for students with a financial need, allowing them to earn money to help pay their education expenses. In order to be eligible for Federal Work Study, a student must first file a FAFSA or WASFA application. This will determine if the student has an unmet financial need. FWS is one component of the different types of financial aid awards and is governed by federal regulations. Being awarded work study does not guarantee the student employment; it is based on the job requirements and the funding available. Once hired, earnings are paid directly to the student by WWCC through semi-monthly paychecks for work performed. FWS positions are paid minimum wage and are generally funded entirely via federal funds, meaning they do not utilize the hiring department’s budget. FWS positions are limited in the number of hours they may work each week (typically a maximum of 10-12), please inquire with Career Services for current wage and work hour requirements.

**State Work Study** – funded by the State Legislature and administered by the Washington Student Achievement Council (WSAC) through financial aid. In order to determine SWS eligibility, students must apply for financial aid through the FAFSA or WASFA and have demonstrated need. Being awarded work study does not guarantee the student employment; it is based on the job requirements and the funding available. Once hired, earnings are paid directly to the student by WWCC through semi-monthly paychecks for work performed. A wage assessment is performed on all SWS positions and the rate of pay is comparable to other employees within the organization engaged in similar work. SWS positions are reimbursed by the State at a rate of 60%, meaning the employing department is responsible for funding 40% of the student wages. SWS positions are limited in the number of hours they may work each week (typically a maximum of 12-15), please inquire with Career Services for current work hour requirements.