

Types of Student Employment

Please note that there are several different types of student employment that WWCC offers that may not be listed here. This document will only cover the main three types that we will be focusing on for the 2025-2026 academic year.

1. State Work Study (SWS) On-Campus

The Washington State Work Study (SWS) program helps low- and middle-income student earn money to help pay for college while gaining hands-on work experience.

Eligibility Criteria:

To qualify for SWS, students must meet the SWS eligibility criteria. You may find information about eligibility criteria on the WSAC website, [here](#) (page 5). Some, but not all, of the eligibility criteria includes:

- Being a Washington state resident
- Enrolling at least half-time (6.0 credits)
- Maintaining Satisfactory Academic Progress (SAP)*

Pay & Maximum Work Hours:

The hourly pay rate for all SWS students must be at least equal to the entry-level rate for comparable, non-student employment positions. HR will evaluate the position description and determine the hourly wage. If no comparable position exists, then the student's pay must:

- Align with the duties and responsibilities of the position
- Be at least equal to Washington State's minimum wage (**\$16.66** per hour – subject to change Jan. 1, 2026)

You can find comparable job classifications on the Washington State's Human Resources Classifications site, here: <https://hr.wa.gov/>

The State agrees to reimburse the College **60% of the student's wages**. That leaves only **40%** of the student's wages **to be paid by the department**. This is a significant cost-savings to the hiring department. However, the student's wage(s) could be higher than the State's minimum wage. This is determined by HR when they review the position's duties/ responsibilities, and classification.

SWS student employees may only work up to **19 hours per week**.

The student is responsible for reporting their hours work in **ctcLink's HCM pillar's time entry system**.

2. Federal Work Study (FWS)

Federal Work-Study is a financial aid program that provides part-time jobs for students with demonstrated financial need. FWS allows students to earn money to help pay for educational expenses while gaining work experience. It is encouraged that students engage in work related to their program of study, or in work that benefits the community.

Eligibility Criteria:

- Must qualify for, and have been awarded Federal Work Study
- Be enrolled at least half-time (6.0 credits)
- May not have a baccalaureate or first professional degree
- Must maintain Satisfactory Academic Progress (SAP)*

Pay & Maximum Work Hours:

While the student may make more than the state's hourly minimum wage, most FWS students will earn Washington state's minimum wage of **\$16.66 per hour** (this is subject to change Jan. 1, 2026).

FWS student employees may work up to **8 hours per week**. Departments pay **25% of the student's wages***. Any time worked exceeding 8 hours will be paid in full **by the hiring department**.

The student is responsible for reporting their hours work in **ctcLink's HCM pillar's time entry system**.

*Departments which did not include FWS match as part of their budget plan should not worry. Business Services can work with these departments to establish the necessary budget.

3. Student Employment (now also known as "Student in Field of Study", or previously as "Student Help")

Student Employment provides on-campus job opportunities that are fully funded by college departments, separate from State and Federal Work Study. These positions allow students to gain real-world, hands-on experience while earning money to support them financially while they attend college.

Eligibility Criteria:

- Must be enrolled at least half-time (6.0 credits)
- Must maintain Satisfactory Academic Progress (SAP)

Pay & Maximum Work Hours:

The student employee must make at least Washington state's minimum wage (**\$16.66 per hour**). However, the department may decide to offer a higher wage, given the responsibilities of the job.

Hiring departments pay **100% of the wages** for Student Employment workers.

This type of student employee may work up to **19 hours per week**. During periods when classes are not in session, such as summer break, Thanksgiving break or Christmas break, the departments may request for the student employee to be allowed to work up to **40 hours per week**.

The student is responsible for reporting their hours work in **ctcLink's HCM pillar's time entry system**.

*A definition for SAP may be found on the Financial Aid Policies page on the WWCC website, found [here](#) (page 10).

Questions? Contact us at:

Walla Walla Campus: careerservices@wwcc.edu | 509.527.4225

Clarkston Campus: kt.peterson@wwcc.edu | 509.758.1701