Work Study Frequently Asked Questions

Who qualifies for campus employment? *Students eligible to receive Federal or Michigan Work Study, or international students studying at Rochester College receive first priority. Work-study eligibility offers students an opportunity to work on campus but does not guarantee a job.*

If I am not eligible for work-study and not an international student, are there positions available? *Because positions in IT and the ACE Lab are more specialized, work-study requirements are not mandatory; however, qualified students receiving financial aid will be given first priority.*

How do I apply for a work study position? *The application is attached to this document and may also be obtained in the Human Resources and Financial Services offices. Your financial services advisor must indicate the amount of your award and sign the form before it is accepted for consideration.*

How do I know what work study positions are available? *Job descriptions are posted in the Student Portal under the heading* Work Study Information. *To view the positions within each department, click on the bookmark and scroll through the descriptions. Identify your 1st, 2nd, and 3rd preference on the application. Applications are sent to supervisors in the order of preference but does not guarantee a job.*

How will I be notified if I am selected for a work study position? *All communication pertaining to work study is sent via email to your RC account.*

Am I allowed to have more than one job on campus? *With rare exceptions, students are not allowed to have more than one job on campus.*

Am I allowed to quit a job in one department to work in another? *Students who quit a position are not allowed to work in another department for the remainder of that term.*

How many hours am I allowed to work per week? *Hours are based on the amount of your individual work-study award. Students typically work 8-10 hours per week; international students are allowed to work up to 20 hours per week.*

What is the rate of pay and when will I get paid? *Students are paid the Michigan minimum wage of $7.40 per hour. Paychecks are issued semi-monthly on the 15th and last day of each month. If the pay date falls on a weekend or holiday, you will be paid the work day prior. Student workers are paid one pay period behind. Hours worked the 1st – 15th of the month are paid on the last date of the same month, hours worked the 16th – last day of the month are paid on the 15th of the following month. Paychecks or paystubs (if direct deposit is set up) will be delivered to your department.*

When can I begin working in my position? *First, you must schedule an appointment with Karen Hart to complete necessary paperwork. You may begin working* ***after*** *completing all required forms and paperwork. . Part of this process is the Employment Eligibility Verification (Form I-9) which requires two types of documentation to verify your eligibility to work in the United States. Please bring original documents; photocopies are not acceptable. Examples of identity documents include: RC ID card or Driver's License, among others. Examples of ability to work documents include: United States birth certificate or social security card. A US passport will fulfill both requirements.*

Does RC have direct deposit? *You may have your check directly deposited into a checking or savings account. You should bring the bank routing number and account number to your appointment.*

Can I designate a portion of my check be applied to my account balance? *Yes, you may apply a portion of your check directly to your account balance. This option may be elected at your appointment.*

If I am currently working, do I need to complete an application? *All students are required to submit an application* ***before*** *the start of the fall semester to verify eligibility for that academic year. It is not necessary to submit a new application if you are continuing employment from fall to spring or spring to summer.*

Can I work during the summer? *Rochester College does offer summer employment, although positions are more limited. Students must meet all work-study guidelines and be enrolled in summer classes or pre-registered for the fall semester to be eligible.*