

# COMMUNITY SERVICE WORK STUDY

The Community Service Work Study Program is a federal work study program providing students an opportunity to participate in a significant service experience while earning a portion of their financial aid award.

Many of these positions are located with our local nonprofits and governmental entities. If you are interested in working for or know of an organization that might be a participant, contact the Office of Career Services to discuss the possibility of such a partnership.



## WHO TO CONTACT

### DIRECT FINANCIAL AID QUESTIONS TO:

**Office of Financial Aid**  
304-260-4380 x2106  
finaid@blueridgectc.edu

### DIRECT GENERAL FWS QUESTIONS TO:

**Tami Aabel**  
Human Resources  
(304) 260-4380 x2233  
taabel@blueridgectc.edu

### DIRECT COMMUNITY SERVICE WORK STUDY QUESTIONS TO:

**Christopher Cobian**  
Coordinator of Career Services  
(304) 260-4380 x2125  
ccobian@blueridgectc.edu

## FIVE REASONS TO PARTICIPATE IN THE FEDERAL WORK STUDY PROGRAM

- ◆ EARN MONEY FOR EDUCATIONAL EXPENSES
- ◆ WORK AROUND YOUR CLASS SCHEDULE
- ◆ ADD VALUE TO YOUR RESUME
- ◆ DEVELOP YOUR PROFESSIONAL NETWORK
- ◆ BE A LEADER IN YOUR COMMUNITY

**EXPLORE FEDERAL WORK STUDY TODAY!**

## Federal Work Study Blue Ridge CTC

## Frequently Asked Questions & Program Information



13650 Apple Harvest Drive  
Martinsburg, WV 25403  
304-260-4380  
www.blueridgectc.edu



# WHAT IS FWS?

The **Federal Work Study (FWS)** program is designed to provide part-time, temporary employment to eligible students. Your employment will be scheduled around your classes.

## FWS ALLOWS STUDENTS TO EARN MONEY TO HELP PAY EDUCATION EXPENSES.

### TO BE ELIGIBLE FOR FWS, YOU MUST:

- Be a current student enrolled in 6 credit hours.
- Meet and maintain Federal Financial Aid eligibility requirements.
- FWS awards are determined by the Financial Aid Office.

### HOW MUCH CAN I EARN?

You'll earn at least the current federal minimum wage. However, you may earn more depending on the type of work you do and the skills required for the position. Please note: The total amount listed on your FWS award is what you **COULD** earn, not what you will earn.

### HOW MANY HOURS MAY I WORK?

You may work up to, but no more than 20 hours per week. Hours vary by department /agency and are determined by their needs. The amount you work cannot exceed your total FWS award.

Once you exhausted your FWS monies, you may contact the financial aid office to determine if additional funds are available.

### WHEN AM I PAID?

Payment of work study wages is made twice a month. See your supervisor for the pay schedule.



Because **FEDERAL WORK STUDY IS CONSIDERED A “REAL” JOB**, you are expected to work your scheduled hours. Emergencies and extenuating circumstances will be considered on a case by case basis. If possible, contact your supervisor prior, or soon after, if you are late or absent for work. Excessive absences/tardiness will result in termination of employment.

### WHERE DO I WORK?

All work study students are employed through Blue Ridge CTC. While the majority of positions are located on campus, there are a growing number of off campus community service positions.

Accepting FWS on your BRIDGE account does not guarantee employment. It is up to the hiring supervisor to select students. Review the procedure for securing a FWS position outlined in this brochure.

### WHEN DO I WORK?

Hours are scheduled based on the supervisor's need. Student's class schedule are taken into consideration. When Blue Ridge CTC is closed, students do not report to their FWS site (on or off campus) including school holidays, school closures due to inclement weather, and Sundays.

# HOW TO APPLY FOR FWS

01

**COMPLETE A FAFSA** and choose FWS on your application. If FWS is approved, accept your award on BRIDGE. Speak to a financial aid counselor if FWS is not listed in BRIDGE.

02

### FIND A FWS POSITION

Positions are listed on the Student Employment bulletin board located in the main building and tech center. Positions are also available online at [jobs.blueridgectc.edu](http://jobs.blueridgectc.edu).

03

### APPLY FOR A FWS POSITION

Click on your desired position available online at [jobs.blueridgectc.edu](http://jobs.blueridgectc.edu). Click on the “Apply to this Job” link and complete the electronic application.

04

### SCHEDULING INTERVIEWS

The hiring supervisor will review applications and schedule interviews via email. If selected for the position, the hiring supervisor will contact you by email.

05

### COMPLETE ORIENTATION & NEW HIRE PAPERWORK WITH HR.

Students who have accepted a work study job offer are required to attend a student employment orientation. Available times will be included in the new hire email.

06

**REAPPLY FOR FWS** Complete a FAFSA and application for student employment position each academic year.