

CAREER SERVICES

Frequently Asked Questions About Student Employment

I would like to work on campus. What do I need to do to be eligible for campus jobs?

Campus employment is made available to students who have made application for U.S. government funded financial aid. To apply for aid, you must complete a Free Application for Federal Student Aid (FAFSA). The link for the application can be found here: <http://www.fafsa.ed.gov/>

What happens after I have completed the application?

A decision is based on your financial need. If you qualify for aid, you will receive a notification from the U.S. Department of Education that you are eligible.

What happens if I am not eligible for federal funds?

If a student is not eligible for the federal funds, then that student may still qualify for institutional funds and loans.

How is the amount of work decided?

The Financial Aid Officers make a determination of the total award based on educational costs and financial need.

Is the work study award automatic?

No. Students must visit the Financial Aid Office and formally request consideration for campus work-study. This usually occurs in late May to early June. Awards are made on a first-come, first-served basis.

How much will I earn?

The current rate for work-study employment is \$8.00 per hour. You may work up to 15 hours per week during the fall and spring semesters.

After I receive my award, what do I do?

Campus job listings are available in the Career Center. You may search for jobs that best suit your school schedule or major field of interest.

If I am not eligible for Federal Financial Aid and still need employment on or near campus, can anyone help me?

Yes, staff members in the Career Center will be happy to assist you with finding part-time employment unless you are restricted from working based on your visa status. Please visit the Career Services website for many ideas about local employers, how to prepare a resume and cover letter:

<http://www.ccbcmd.edu/employment/online/employplan.html>

Are there special rules for International students?

Students on an F-1 Visa should meet with Karen McKenney (410-780-6361) in the International Student Office, A-270. International students must meet specific status requirements and be near completion of their second semester at CCBC.

I still have a number of questions about next steps, how can I set up an appointment to speak with someone?

For next steps about your application for Financial Aid, please call 410-780-6446.

Who do I contact for more information about the work study program and other student employment opportunities?

Contact Linda Brothers, Coordinator, Student Employment Services at 410.780.6715 or email at lbrothers@ccbcmd.edu



OFFICE LOCATION:

A Building, Room 260

PHONE:

410-780-6732

HOURS OF OPERATION:

Mon.—Thurs. 8:30-7:00 Fri. 8:30—4:30

<http://www.ccbcmd.edu/employment/online/>