Understanding Work-Study for Caltech Students
WHAT IS FEDERAL WORK-STUDY?
Federal Work-Study is a federally funded program that provides financial support for students with demonstrated financial need. These funds are part of your financial aid offer and are to be used for part-time employment.

Freshmen may be awarded Federal Work-Study as part of their financial aid; however, they may not begin work-study employment, or any part-time employment, until second term.

HOW DO I FIND A FEDERAL WORK-STUDY JOB?
Federal Work-Study jobs are available on campus and with the Caltech Y. As with any other part-time job on campus, work-study positions may be technical or non-technical in nature.

Students who have accepted their work-study awards can login to https://www.career.caltech.edu/handshake to apply for work-study jobs. For more information on how to find a work-study job follow the instructions below.
**Caltech Undergraduate and Graduate Students**

Log into Handshake using your Caltech Access credentials. You will be directed to Handshake after logging in. For help, please check Handshake’s [support for students](#).

Students are encouraged to update their Handshake profile regularly, especially their year-of-study. As with all websites, please consider what information you wish to have public. Always be aware of any updates to privacy opt-out policies, especially as it concerns your particular profile.

[UG / Grad Student Login](#)
You are about to access:

Handshake

Provided by: Stryder Corp

Click Here for More Information

Username

Password

Login

ATTENTION: If you are using a shared or publicly-accessible computer, be sure to quit/close out of the browser program completely to ensure your session is terminated.

› Forgot your password?
› Need Help?
› Terms of Use
Click on Jobs

Then select On-Campus
Then click on Filter and check “Work study”

Then click See Jobs
Voila!
I'M INTERESTED IN COMMUNITY SERVICE WORK. CAN I DO THAT UNDER THE WORK-STUDY PROGRAM?
Students who are awarded Federal Work-Study can earn at least $20 an hour for doing community service through the Caltech Y! There are a number of options available both on- and off-campus ranging from tutoring and mentoring local school students to serving meals at homeless shelters. You can also work with trail maintenance programs, food banks and schools. This is an excellent way to experience a completely different type of environment, work with people in need, make a difference in the community - and get paid for it. To learn more about community service opportunities, visit the Caltech Y website at https://www.caltechy.org/. If you are interested in receiving email announcements of upcoming community service projects, you can subscribe to the Caltech Y email list at https://www.caltechy.org/copy-of-contact-2. For more information, call the Caltech Y at (626) 395-6163 or email caltechy@caltech.edu.

HOW DOES A FEDERAL WORK-STUDY JOB DIFFER FROM OTHER TYPES OF JOBS?
Work-study positions differ only in the way the salary is handled. With Federal Work-Study, the federal government pays 75% of your salary and the hiring department pays the remaining 25%. Students on the Caltech Work-Study program are paid 60% by financial aid and 40% by the hiring department.

Your offer letter will show you the 100% or “gross” earnings you can earn under work-study. The actual salary paid to work-study students does not differ from students in other positions. Caltech has recommended salary ranges based upon the nature of the work (technical or non-technical). These recommended ranges are updated yearly. **The salary range for Work-Study students is typically between $14.25 and $34 per hour.**

HOW MANY HOURS MAY I WORK?
A Caltech student works on average 4 to 10 hours per week. You **cannot work more** than 16 hours per week. You also may not work more than 8 hours in a day without the permission of your supervisor. In addition, it is important for you to know that every hour you work must be accurately reported on a timesheet or in Kronos. **Remember, your work-study award is for a specific dollar amount. If this is used up before the end of the academic year, you may continue working only if your employer is willing to pay 100% of your salary in excess of your**
**work-study.** If you need to request an increase in your work-study award, you should visit the Financial Aid Office before your work-study allocation is fully earned.

**I’D LIKE TO WORK DURING THE SUMMER: WHAT DO I DO?**
Summer work-study is a need-based financial aid award determined by your eligibility to receive financial aid for the next academic year. Summer work-study allows you to earn a portion of your expected student contribution for the following academic year in advance.

The application for summer work-study is separate from the application for financial aid. Information about the summer work-study program is available at the beginning of spring term in the Financial Aid Office. Your financial aid file must be complete by May 1, and your application for summer work-study received by May 8. Exceptions may be granted for late submissions.

**Important Note:** If you are offered summer work-study you can work full-time during the summer. The 16 hours per week limit only applies when classes are in session.

**WHAT BENEFITS ARE THERE TO BEING EMPLOYED IN A FEDERAL WORK-STUDY POSITION?**
Although the primary purpose of the work-study program is to help you earn a portion of your financial aid, part-time employment has some distinct career advantages. Students working in career-related positions make more confident career choices at graduation, adapt better to the work environment, have higher initial salary offers and are promoted more quickly.

Realistically, not all students will have the opportunity to obtain a work-study job that is related to their career goals. The number of career-related positions is limited. Additionally, if you are a freshman or sophomore, you may have limited work experience that may make it difficult for you to compete with juniors and seniors for these positions. However, non-career related positions can provide other benefits. Being employed can help you test your ability to handle work-related pressures and deadlines, help you learn how to interact with fellow employees, and help you learn about organizational politics and policies.
We encourage you to pursue a work-study job. Many positions offer unique and creative experiences that develop skills which are highly sought after by employers and graduate schools. Work-study jobs are in offices with supportive and friendly staff whom you will enjoy getting to know. Please contact us if you have any further questions.

RESOURCE LIST

CAREER DEVELOPMENT CENTER
Center for Student Services
414 S. Holliston Avenue, 3rd floor
(626) 395-6361
http://www.career.caltech.edu/
Hours: 8:00 AM – 5:00 PM
  • Posts student employment positions for summer and academic year.

FINANCIAL AID OFFICE
383 S. Hill, 2nd floor
(626) 395-6280
http://www.finaid.caltech.edu/
Hours: 8:00 AM – 5:00 PM
  • Awards Federal Work-Study, Caltech Work-Study and other financial aid.
  • Answers questions about your financial aid offer and the work-study employment process.
  • Handles applications for summer work-study.

CALTECH Y
505 S. Wilson
(626) 395-6163
https://www.caltechy.org/
Hours: 9:00 AM – 5:00 PM
  • Hires students for off-campus & community service positions.

HUMAN RESOURCES: EMPLOYEE RECORDS
399 S. Holliston Avenue
(626) 395-6476
http://hr.caltech.edu/
Hours: 7:30 AM – 5:30 PM
  • Answers questions regarding the various payroll forms required to employ students.
This brochure describes the programs, policies, and procedures in effect at the time of printing, all of which are subject to change without prior written notice.

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