

CALTECH

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 award and are to be used for part-time employment.

Freshmen may be awarded Federal Work-Study as part of their financial aid award; however, they may not begin Work-Study employment, or any part-time employment, until second term. **All** freshmen need to obtain written permission from the Dean or Associate Dean of Students before beginning employment.

## **WHERE CAN I FIND FEDERAL WORK-STUDY JOBS?**

Federal Work-Study jobs are available on campus and at some non-profit community service agencies. When you accept Work-Study, **any** position you take on campus automatically becomes a Work-Study position (whether advertised as such or not), so long as you will be paid on the **Caltech** hourly payroll. As with any other part-time job on campus, Work-Study positions may be technical or non-technical in nature.

## **HOW DO I FIND A FEDERAL WORK-STUDY JOB?**

You can search for jobs posted with the Career Development Center (CDC) by following the steps listed below:

1. Go to <http://www.career.caltech.edu>
2. Click on "Students - click here to login to NACELink"
3. Click "Jobs and Internships" from the menu bar, and "Jobs for Caltech Students and Alumni."
4. Select "Work-Study" or "Part-time" or "Temporary/Seasonal" for Position Type.
5. Click on the "Search" button.

However, the most effective method of finding a job on campus is to talk to faculty members whose research interests match your own. If you are not familiar with "who's doing what," ask people on campus (e.g., upper-class students, advisors, and teaching assistants) if they have heard about or have positions that are available.

## **I'M INTERESTED IN COMMUNITY SERVICE WORK. CAN I DO THAT UNDER THE WORK-STUDY PROGRAM?**

Work-Study earnings can be paid to students who would like to work with off-campus, community service programs. The Caltech Y seeks local agencies that have staffing needs. Contacts are limited to those agencies within walking distance of Caltech or those convenient to bus routes. There is no cost to the agencies. A variety of opportunities are available from tutoring and mentoring local school students to serving meals at soup kitchens. You may also work with trail maintenance programs, food banks and AIDS organizations. 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. For more information, talk to Athena Castro at the Caltech Y, who can be contacted at (626) 395-6163 or [caltechy@caltech.edu](mailto: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. At Caltech, the federal government pays 75% of your salary and the hiring department pays the remaining 25%. International students on the Caltech Work-Study program are paid 60% by financial aid and 40% by the hiring department.

Your award 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 adjusted each October. **The salary range for Work-Study students is typically between \$8.00 to \$22.50 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. Only under special circumstances the Dean or Associate Dean of Students may give a student permission to work more than 16 hours a week. In addition, it is important for you to know that every hour you work must be accurately reported on a timesheet. **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 see a Financial Aid Counselor **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 award for the following academic year in advance.

The application for Summer Work-Study is separate from the application for financial aid during the academic year. 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<sup>st</sup> and your application for Summer Work-Study received no later than May 15.

### **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 award, 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.

Some students’ first choice is a non-technical position. This gives them the opportunity to benefit in other ways. First, you get a break from the academic rigors of Caltech. Second, non-technical positions often provide some immediate and gratifying benefits. For example, waiters at the Athenaeum receive one free meal a day and ushers for Public Events get to enjoy many of the events free of charge.

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 who you will enjoy getting to know. Please contact us if you have further questions.

## RESOURCE LIST

### **CAREER DEVELOPMENT CENTER**

Center for Student Services  
414 S. Holliston Avenue, 3<sup>rd</sup> floor  
(626) 395-6361  
[www.career.caltech.edu](http://www.career.caltech.edu)  
Hours: 8:00 AM – 5:00 PM

- Advertises all student employment positions for summer and academic year on [www.career.caltech.edu](http://www.career.caltech.edu).

### **FINANCIAL AID OFFICE**

Center for Student Services  
414 S. Holliston Avenue, 1<sup>st</sup> floor  
(626) 395-6280  
[www.finaid.caltech.edu](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 award and the Work-Study employment process
- Handles applications for Summer Work-Study
- Coordinates student earnings with other financial aid

### **DEAN OF STUDENTS**

Center for Student Services  
414 S. Holliston Avenue, 2<sup>nd</sup> floor  
(626) 395-6351  
[www.deans.caltech.edu](http://www.deans.caltech.edu)  
Hours: 8:00 AM - 5:00 PM

- Gives permission for Freshmen to be employed after first term
- Gives permission for student employment over 16 hours per week

### **CALTECH Y**

1350 San Pasqual  
(626) 395-6163  
[www.caltechy.org](http://www.caltechy.org)  
Hours: 9:00 AM – 5:00 PM

- Advertises off-campus & community service positions

### **HUMAN RESOURCES: EMPLOYEE RECORDS**

399 S. Holliston Avenue  
(626) 395-8381 or 6384  
[www.hr.caltech.edu](http://www.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.*

CALIFORNIA INSTITUTE OF TECHNOLOGY

Office of Financial Aid

[finaid.caltech.edu](http://finaid.caltech.edu)

[626]395-6280