



# **Understanding Work-Study for Caltech Students**

## **Table of Contents**

What Is Federal Work-Study? .....	3
I'm Interested in Community Service Work. Can I Do That Under the Work-Study Program? .....	3
How Does a Federal Work-Study Job Differ From Other Types of Jobs? .....	3
How Many Hours May I Work? .....	4
I'd Like to Work During the Summer: What Do I Do? .....	4
What Benefits Are There to Having a Work-Study Job? .....	4
How Do I Find a Federal Work-Study Job? .....	5
Resource List.....	10

## 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.

First-year students may be awarded Federal Work-Study as part of their financial aid; however, you may not begin work-study employment, or any part-time employment, until your second term of enrollment.

## 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 different type of environment, work with people in need, and make a difference in the community—while getting 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](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.

- **Federal Work-Study:** the federal government pays 75% of your salary and the hiring department pays the remaining 25%.
- **Caltech Work-Study:** financial aid pays 60% of your salary and the hiring department pays the remaining 40%.

Your offer letter will show you the gross amount 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 \$17.00 and \$36.00 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, 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 you earn the full amount of your work-study award 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 you've fully earned your work-study allocation.

## I'd Like to Work During the Summer: What Do I Do?

A summer work-study award allows you to earn a portion of your expected student contribution for the following academic year in advance. Summer work-study is a need-based financial aid program determined by your eligibility to receive financial aid for the following academic year. For example, if you want to apply for work-study for summer 2023, your eligibility for summer work-study is based on your eligibility for financial aid in the 2023-24 academic year.

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. You must submit a complete financial aid application and the application for summer work-study by May 8. Exceptions may be granted for late submissions.

**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 Having a Work-Study Job?

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 working 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 first-year or a sophomore student, 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.

## **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 begin applying to work-study jobs using Next Steps Caltech. For more information on how to find a work-study job, follow the instructions starting on the next page.

**Step 1:** Log on to Next Steps Caltech at <https://caltech-csm.symplicity.com/students>. If this is your first time accessing Next Steps Caltech, you'll be asked to fill out a few profile questions. You can answer these based on your own preferences. For the first question, "What types of jobs are you looking for?", be sure to select "On Campus Student Employment at Caltech", as that is how work-study jobs are advertised.

What type of jobs are you looking for?

We'll use this information to connect you to relevant opportunities. You may choose more than one.

Job   Internship   Postdoc   Fellowship   **On Campus Student Employment at C...**

Not Sure Yet

1/5   **Next**

**Step 2:** On the main menu, click on “Jobs & Internships” to start looking for available campus jobs.

The screenshot shows the Caltech website's "Jobs and Internships" page. At the top, the Caltech logo is on the left, and a navigation menu includes "Jobs and Internships" (highlighted with a red box), "Events", "Employers", "Resources", and "Career Advising". Below the navigation, a breadcrumb trail reads "Home / Jobs and Internships / Search". The main heading is "Opportunity Postings".

Below the heading, there are tabs for "Search", "Favorites", and "My Job Applications". The search interface includes a "Keywords" input field, a "Location" input field with a "25mi" dropdown, and a "Search" button. Below these are filter options: "All Opportunities & Interviews", "Position Type (1)", "Industry", "Job Function", and "More Filters". A "Job Alerts (0)" link is also present.

A filter tag "On Campus Student Employment at..." is active, with a "Clear All" button. A "+ Create Job Alert" button is also visible. The results section shows "1 - 2 of 2 results" and sorting options for "Date Posted" and "Show 20".

The first job listing is for "Lab Assistant" at Caltech. The listing includes the Caltech logo, the job title, the employer name "California Institute of Technology", the location "Pasadena, California, United States", and the job type "On Campus Student Employment at Caltech". The listing is dated "12d" and includes icons for "favorite" (star) and "comment" (speech bubble).

**Step 3:** To look for campus jobs, click on “Position Type” to expand that filter. Then select “On Campus Student Employment at Caltech” and click “Apply” to activate the filter.

The screenshot shows the Caltech job search interface. At the top left is the Caltech logo and a search bar. The top right navigation menu includes "Jobs and Internships", "Events", "Employers", "Resources", and "Career Advising". Below the navigation is a breadcrumb trail: "Home / Jobs and Internships / Search". The main heading is "Opportunity Postings".

The search filters section includes a "Keywords" input field, a "Location" input field set to "25mi", and a "Search" button. Below these are filter categories: "All Opportunities & Interviews", "Position Type", "Industry", "Job Function", and "More Filters". The "Position Type" filter is expanded, showing a list of options: "Job", "Internship", "On Campus Student Employment at Caltech" (which is selected and highlighted with a red box), "Postdoc Fellowship", and "Fellowship (not a postdoc)". At the bottom of this list are "Clear" and "Apply" buttons.

The search results show "1 - 20 of 158 results". The first result is a "Doctoral student" position at Stanford University in Heidelberg, Germany, with a "Fellowship (not a postdoc)" type. The second result is a "Doctoral student HIGH - Electronic health record data" position at Stanford University. Both results show a "10d" date and icons for favorites and comments. A "+ Create Job Alert" button is visible on the right side of the results area.



**Step 4:** Review the results and start applying for jobs!

The screenshot displays the Caltech Jobs & Internships Search interface. At the top left is the Caltech logo. A search bar is located at the top center, and a notification bell icon is at the top right. The breadcrumb path is "Home / Jobs & Internships / Search". The main heading is "Opportunity Postings". Below this are tabs for "Search", "Favorites", and "My Job Applications". The search filters include "Keywords", "Location" (set to 25mi), and a "Search" button. Filter categories include "All Opportunities & Interviews", "Position Type", "Industry", "Job Function", and "More Filters". A "Job Alerts (0)" link is also present. A search filter is active: "On Campus Student Employment at..." with a "Clear All" button and a "+ Create Job Alert" button. The results section shows "1 - 1 of 1 results" with sorting options for "Date Posted" and "Show 20". The single result is a "Work-Study Test Job" at the "California Institute of Technology- Pasadena, California, United States", specifically for "On Campus Student Employment at Caltech". It is posted "5d" ago and includes star and comment icons. The footer shows "POWERED BY symplicity" and links for "Privacy Policy" and "Terms of Use".

## Resource List

### Career Advising & Experiential Learning

Center for Student Services, Room 310

(626) 395-6361

<http://www.career.caltech.edu/>

- Posts student employment positions for summer and academic year.

### Financial Aid Office

383 S. Hill, 2<sup>nd</sup> floor

(626) 395-6280

<http://www.finaid.caltech.edu/>

- 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/>

- Hires students for off-campus & community service positions.

### Human Resources: Staff Services

399 S. Holliston Avenue

(626) 395-6476

<http://hr.caltech.edu/>

- Answers questions regarding the various payroll forms required to employ students.