



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?	3
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
Appendix.....	11

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.

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 \$30 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 helping at the Caltech Y front desk. This is a great way to experience a different type of environment, support the community, and make a positive impact—while getting paid for it.

To learn more about community service opportunities, visit the Caltech Y website at <https://www.caltechy.org/>. 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.

- **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 wage range for Work-Study students is typically between \$19.00 and \$39.00 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 2026, your eligibility for summer work-study is based on your eligibility for financial aid in the 2026-27 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 20. 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> with your Access credentials. If this is your first time logging into 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.

The screenshot shows a web form titled "What type of jobs are you looking for?". Below the title is a subtitle: "We'll use this information to connect you to relevant opportunities. You may choose more than one." There are six buttons arranged in two rows. The first row contains "Job", "Internship", "Postdoc", "Fellowship", and "On Campus Student Employment at C...". The second row contains "Not Sure Yet". The "On Campus Student Employment at C..." button is highlighted with an orange background. At the bottom of the form, there is a "1/5" indicator and a "Next" button.

What type of jobs are you looking for?

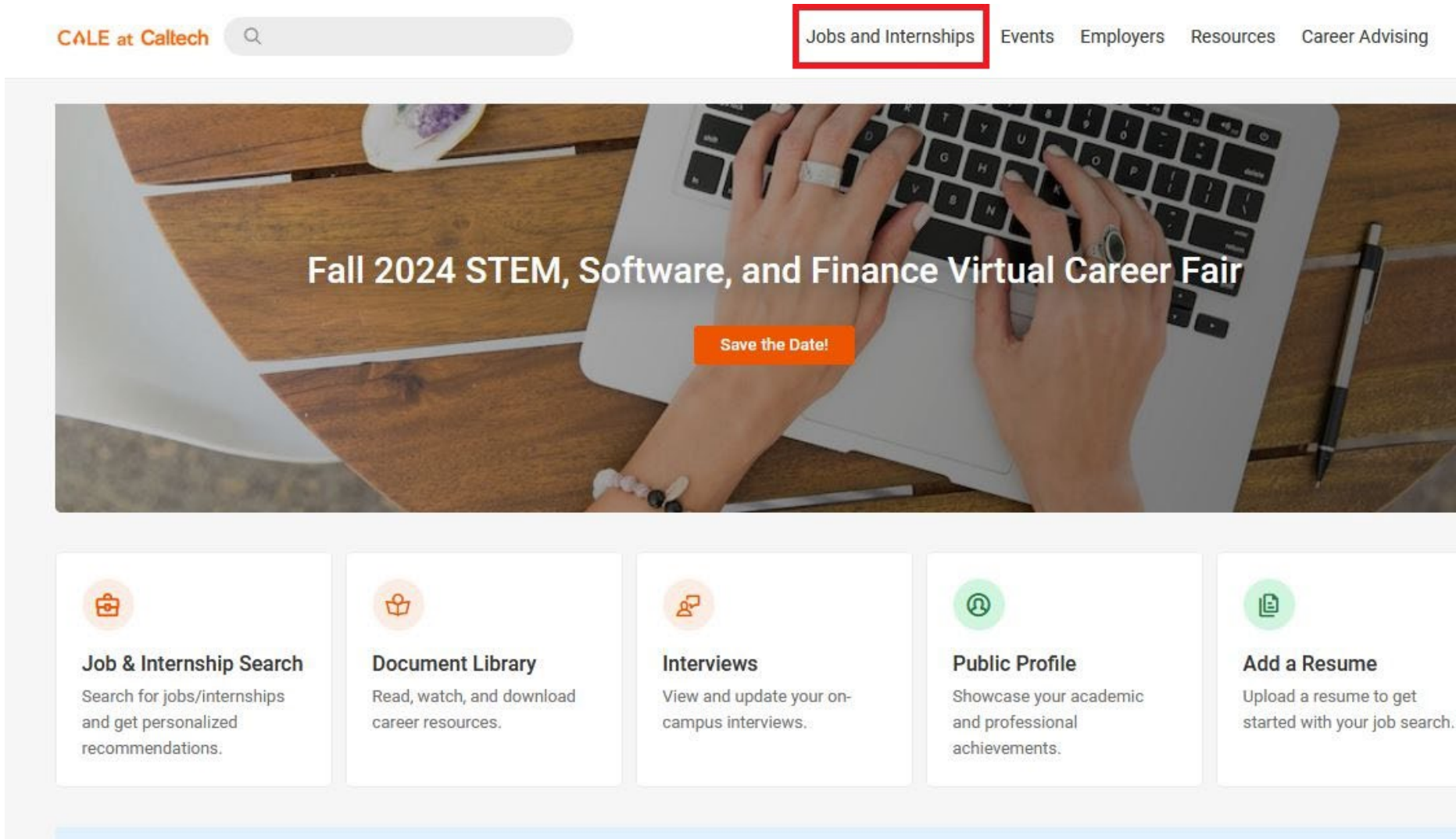
We'll use this information to connect you to relevant opportunities. You may choose more than one.

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

Not Sure Yet

1/5 Next

Step 2: From the top menu, click on “Jobs and Internships” to start looking for available campus jobs.



The screenshot shows the top navigation bar of the CALE at Caltech website. The 'Jobs and Internships' link is highlighted with a red rectangular box. To its left is a search bar with a magnifying glass icon. To its right are links for 'Events', 'Employers', 'Resources', and 'Career Advising'. Below the navigation bar is a large banner image of hands typing on a laptop keyboard. Overlaid on the banner is the text 'Fall 2024 STEM, Software, and Finance Virtual Career Fair' and an orange button that says 'Save the Date!'. Below the banner is a row of five white cards, each with an icon and a title: 'Job & Internship Search' (briefcase icon), 'Document Library' (book icon), 'Interviews' (person and speech bubble icon), 'Public Profile' (person with checkmark icon), and 'Add a Resume' (document with plus icon). Each card has a short description of its function.

CALE at Caltech

Jobs and Internships

Events Employers Resources Career Advising

Fall 2024 STEM, Software, and Finance Virtual Career Fair

Save the Date!



Job & Internship Search

Search for jobs/internships and get personalized recommendations.



Document Library

Read, watch, and download career resources.



Interviews

View and update your on-campus interviews.



Public Profile

Showcase your academic and professional achievements.



Add a Resume

Upload a resume to get started with your job search.

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 CALE at Caltech website interface. At the top, there is a navigation bar with the logo "CALE at Caltech" and a search bar. To the right of the logo are links for "Jobs and Internships", "Events", "Employers", "Resources", and "Career Advising". Below the navigation bar is a breadcrumb trail: "Home / Jobs and Internships / Discover".

The main content area has a sub-navigation bar with "search", "Saved", and "My Job Applications". Below this is a search section with a "Keywords" input field, a "Location" input field, a "25mi" radius selector, and a "Search" button.

Below the search section is a row of filter dropdowns: "Position Type", "Industry", "Job Function", "Remote/On-Site", and "More Filters". To the right of these filters is a link for "All Jobs".

The "Position Type" dropdown is expanded, showing a list of options with checkboxes. The options are: "Job", "Internship", "On Campus Student Employment at Caltech" (which is checked), "Postdoc Fellowship", and "Fellowship (not a postdoc)". At the bottom of the dropdown are "Clear" and "Apply" buttons.

In the background, there are job listings. One listing is partially visible: "Jane Street" in "New York, New York, Unit...". Another listing is "AeroVironment - 2025 Summer Internship - ..." by "RippleMatch" in "Multiple Locations". The listing is an "Internship" posted "6d ago".

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

CALE at Caltech

Jobs and Internships | Events | Employers | Resources | Career Advising

Home / Jobs and Internships / search

search | Saved | My Job Applications

Keywords

Location

25mi

Search

Position Type (1) | Industry | Job Function | Remote/On-Site | More Filters |

Create Job Alert | ⚙

On Campus Student Employment at Ca... x Clear All

1 jobs

📅 Date Posted

Work-Study Test Job

California Institute of Technology - Pasadena, California

On Campus Student Employment at Caltech

NEW



Work-Study Test Job

California Institute of Technology

Pasadena, CA

On Campus Student Employment at Caltech

Save

Apply

Job Description

9

Resource List

Career Achievement, Leadership, and Exploration (CALE)

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, 2nd 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.

Appendix

CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA

Subject: Pay Ranges for Student Assignments	Memo No. 10-1.1 Pages: 2 Date: September 1, 2025
Approved by: Kevin Gilmartin, Vice President for Student Affairs	

(This supersedes Memo No. 10-1.1, dated September 1, 2024)

1. Policy

Student employee rate ranges for both undergraduate and graduate students.

2. Pay Ranges for Student Assignments (2025 – 2026 Academic Year)

SPECIAL RATES

	<u>Hourly Rate</u>
Student House Waiter	\$19.00 ¹
Student House Head Waiter	\$19.50 ¹

UNDERGRADUATE RANGES

Undergraduate - General Work	<u>Minimum</u>	<u>Maximum</u>
	\$19.00 ¹	\$26.00

Duties are more generic in nature with practice and procedure established.

Undergraduate - Technical Work	<u>Minimum</u>	<u>Maximum</u>
	\$19.00 ¹	\$39.00

Duties involve use of educational background, initiative and judgment to perform technical work.

Undergraduate Teaching Assistants	Minimum Annual Rate = \$21,776 (based on 12 hours per week)
	Maximum Annual Rate = \$26,276 (based on 12 hours per week)

	<u>Minimum</u>		<u>Maximum</u>	
	<u>Per Term</u>	<u>Per Month</u>	<u>Per Term</u>	<u>Per Month</u>
Full UTA (12 hours per week)	\$5,443.88	\$1,814.63	\$6,568.88	\$2,189.63
3/4 UTA (9 hours per week)	\$4,082.91	\$1,360.98	\$4,926.66	\$1,642.23
1/2 UTA (6 hours per week)	\$2,721.94	\$907.32	\$3,284.44	\$1,094.82
1/4 UTA (3 hours per week)	\$1,360.98	\$453.66	\$1,642.23	\$547.41

¹ Rate may increase in accordance with the Pasadena minimum wage.

GRADUATE RANGES

Graduate - General Work

Minimum

\$19.00¹

Maximum

\$26.00

Duties are more generic in nature with practice and procedure established.

Graduate - Technical Work

Minimum

\$23.00

Maximum

\$39.00

Duties involve use of educational background, initiative and judgment to perform technical work.

Graduate Research Assistant

Minimum Annual Rate = \$48,390 (based on 20 hours per week)²

Maximum Annual Rate = \$58,390 (based on 20 hours per week)

	Minimum		Maximum	
	<u>Per Term</u>	<u>Per Month</u>	<u>Per Term</u>	<u>Per Month</u>
Full GRA (20 hours per week)	\$12,097.50	\$4,032.50	\$14,597.50	\$4,865.84
3/4 GRA (15 hours per week)	\$9,073.13	\$3,024.38	\$10,948.13	\$3,649.38
1/2 GRA (10 hours per week)	\$6,048.75	\$2,016.25	\$7,298.75	\$2,432.92
1/4 GRA (5 hours per week)	\$3,024.38	\$1,008.13	\$3,649.38	\$1,216.46

Graduate students are appointed by a division and approved by the Dean of Graduate Studies.

Graduate Teaching Assistant

Minimum Annual Rate = \$48,390 (based on 20 hours per week)²

Maximum Annual Rate = \$58,390 (based on 20 hours per week)

	Minimum		Maximum	
	<u>Per Term</u>	<u>Per Month</u>	<u>Per Term</u>	<u>Per Month</u>
Full GTA (20 hours per week)	\$12,097.50	\$4,032.50	\$14,597.50	\$4,865.84
3/4 GTA (15 hours per week)	\$9,073.13	\$3,024.38	\$10,948.13	\$3,649.38
1/2 GTA (10 hours per week)	\$6,048.75	\$2,016.25	\$7,298.75	\$2,432.92
1/4 GTA (5 hours per week)	\$3,024.38	\$1,008.13	\$3,649.38	\$1,216.46

Graduate students are appointed by a division and approved by the Dean of Graduate Studies.

² The minimum annual rate of \$48,390 represents an annualized rate of \$48,244 from October to August and an annualized rate of \$50,000 for the month of September.

EXCEPTIONS

Any exception to graduate student pay ranges requires the approval of the Dean of Graduate Studies or designee. Any exception to undergraduate student pay ranges requires the approval of the Dean of Undergraduate Students or designee.

¹ Rate may increase in accordance with the Pasadena minimum wage.