

UNDERSTANDING WORK-STUDY for CALTECH STUDENTS



2026-2027

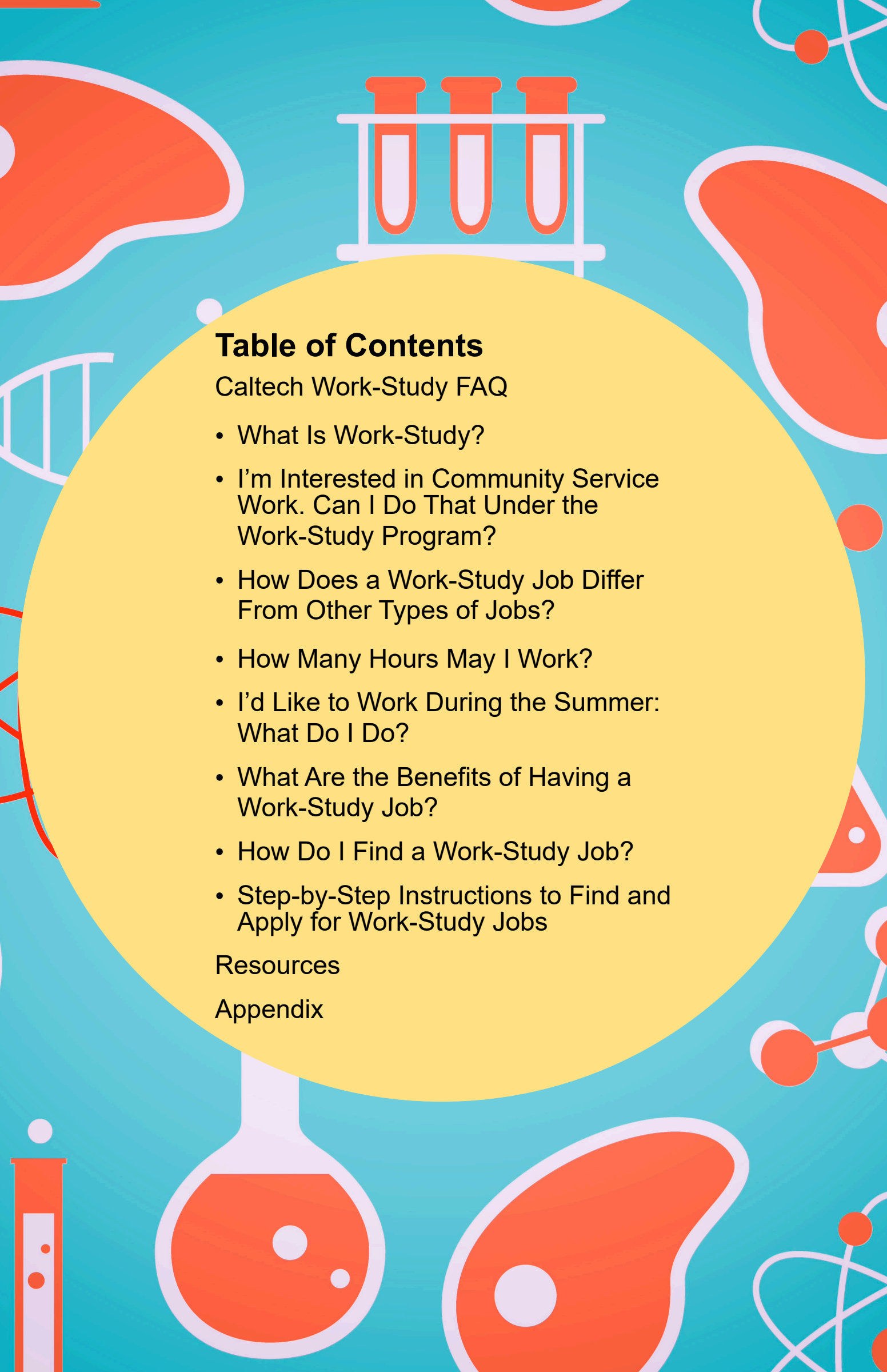


Table of Contents

Caltech Work-Study FAQ

- What Is Work-Study?
- I'm Interested in Community Service Work. Can I Do That Under the Work-Study Program?
- How Does a Work-Study Job Differ From Other Types of Jobs?
- How Many Hours May I Work?
- I'd Like to Work During the Summer: What Do I Do?
- What Are the Benefits of Having a Work-Study Job?
- How Do I Find a Work-Study Job?
- Step-by-Step Instructions to Find and Apply for Work-Study Jobs

Resources

Appendix

Caltech Work-Study

Frequently Asked Questions

What is Work-Study?

Work-Study is a 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 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.

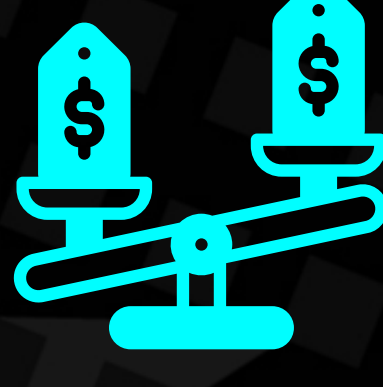
To learn more about community service opportunities, visit the Caltech Y website at <https://www.caltechy.org/>. For more information, call the Caltech Y at (626) 395-6163 or email caltechy@caltech.edu.

How Does a Work-Study Job Differ From Other Types of Jobs?

Work-study positions differ only in the way the salary is handled.

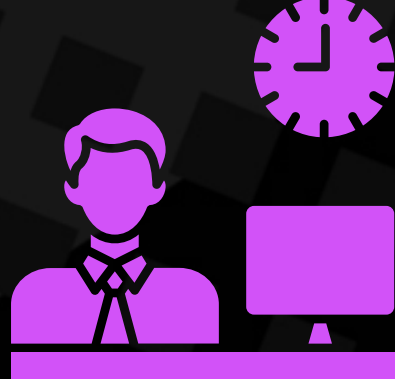
- Federal Work-Study: the federal government pays 75% of your salary and the hiring department pays the remaining 25%.
- Caltech Work-Study: financial aid pays 60% of your salary and the hiring department pays the remaining 40%.

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 \$19.50 and \$40.00 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. In addition, every hour you work must be accurately reported on a time sheet or in UKG.



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 2027, your eligibility for summer work-study is based on your eligibility for financial aid in the 2027-28 academic year.

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 Are the Benefits of 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 Work-Study Job?



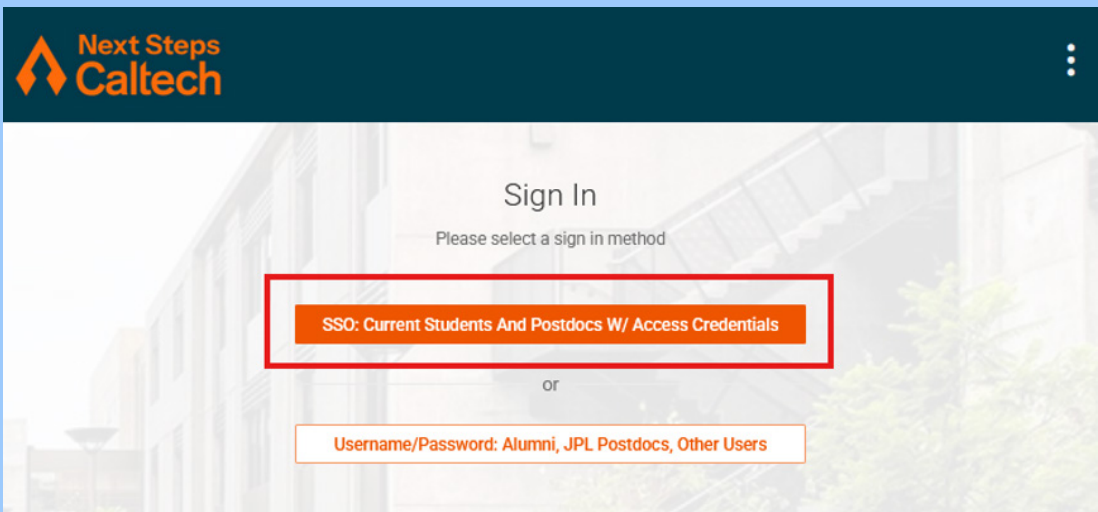
Work-Study jobs are available on campus and with the Caltech Y. As with any other part-time job on campus, work-study positions may be technical or non-technical in nature.

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-BY-STEP INSTRUCTIONS TO FIND AND APPLY FOR WORK-STUDY JOBS

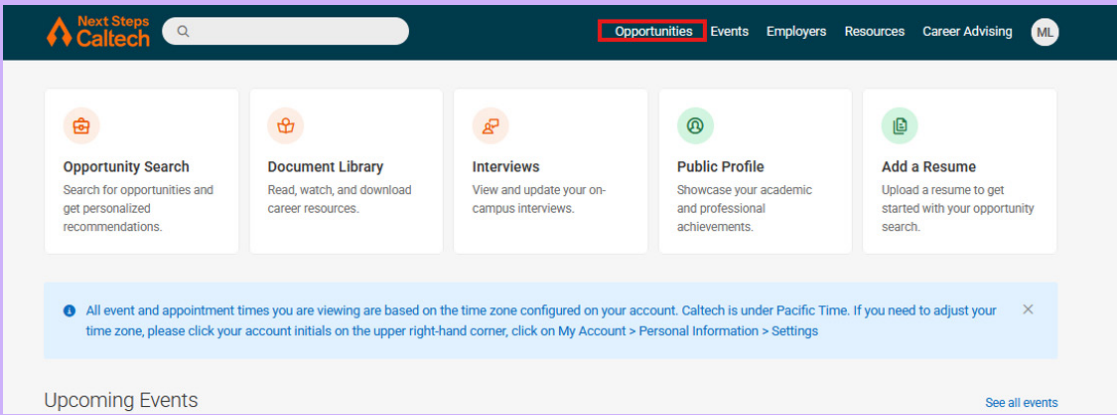
STEP 1

Log on to Next Steps Caltech at <https://caltech-csm.symplcity.com/students> with your Access credentials.



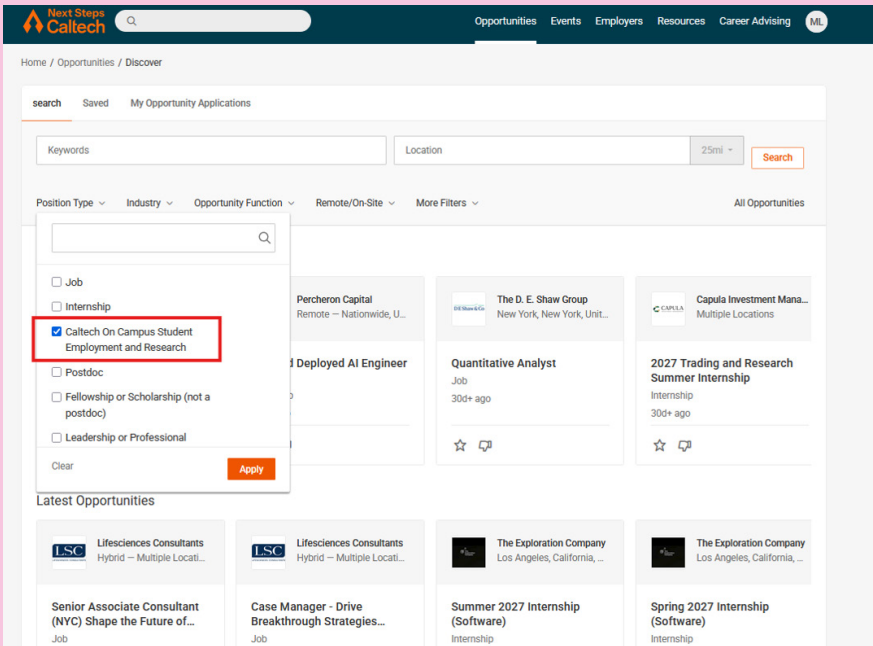
STEP 2

From the top menu, click on “Opportunities” to start looking for available campus jobs.



STEP 3

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



STEP 4

Review the results and start applying for jobs!



Resources

Career Achievement, Leadership, and Exploration (CALE)

Center for Student Services, Room 310

(626) 395-6361

career.caltech.edu/

- Posts student employment positions for summer and academic year

Financial Aid Office

383 S. Hill, 2nd floor

(626) 395-6280

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

caltechy.org

- Hires students for off-campus & community service positions

Human Resources: Staff Services

399 S. Holliston Avenue

(626) 395-6476

hr.caltech.edu/

Appendix



CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA

Subject: Pay Ranges for Student Assignments	Memo No. 10-1.1 Pages: 2 Date: October 1, 2026
Approved by: Kevin Gilmartin, Vice President for Student Affairs	

(This supersedes Memo No. 10-1.1, dated September 1, 2025)

1. Policy

Student employee rate ranges for both undergraduate and graduate students.

2. Pay Ranges for Student Assignments

SPECIAL RATES

	<u>Hourly Rate</u>
Student House Waiter <i>(effective 9/21/2026)</i>	\$19.50 ¹
Student House Head Waiter <i>(effective 9/21/2026)</i>	\$20.00 ¹

UNDERGRADUATE RANGES

Undergraduate - General Work <i>(effective 9/21/2026)</i>	<u>Minimum</u> \$19.50 ¹	<u>Maximum</u> \$27.00
<i>Duties are more generic in nature with practice and procedure established.</i>		

Undergraduate - Technical Work <i>(effective 9/21/2026)</i>	<u>Minimum</u> \$19.50 ¹	<u>Maximum</u> \$40.00
<i>Duties involve use of educational background, initiative and judgment to perform technical work.</i>		

Undergraduate Teaching Assistants <i>(effective 9/1/2026)</i>	Minimum Annual Rate = \$22,500 (based on 12 hours per week)
	Maximum Annual Rate = \$27,000 (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)	\$5,625.00	\$1,875.01	\$6,750.00	\$2,250.00
3/4 UTA (9 hours per week)	\$4,218.75	\$1,406.25	\$5,062.50	\$1,687.50
1/2 UTA (6 hours per week)	\$2,812.50	\$937.50	\$3,375.00	\$1,125.00
1/4 UTA (3 hours per week)	\$1,406.25	\$468.76	\$1,687.50	\$562.50

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

GRADUATE RANGES

Graduate - General Work

(effective 9/21/2026)

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

Minimum

\$19.50¹

Maximum

\$27.00

Graduate - Technical Work

(effective 9/21/2026)

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

Minimum

\$23.50

Maximum

\$40.00

Graduate Research Assistant

(effective 9/1/2026)

Minimum Annual Rate = \$50,000 (based on 20 hours per week)²

Maximum Annual Rate = \$60,000 (based on 20 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 GRA (20 hours per week)	\$12,500.00	\$4,166.67	\$15,000.00	\$5,000.00
3/4 GRA (15 hours per week)	\$9,375.00	\$3,125.00	\$11,250.00	\$3,750.00
1/2 GRA (10 hours per week)	\$6,250.00	\$2,083.33	\$7,500.00	\$2,500.00
1/4 GRA (5 hours per week)	\$3,125.00	\$1,041.67	\$3,750.00	\$1,250.00

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

Graduate Teaching Assistant

(effective 9/1/2026)

Minimum Annual Rate = \$50,000 (based on 20 hours per week)²

Maximum Annual Rate = \$60,000 (based on 20 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 GTA (20 hours per week)	\$12,500.00	\$4,166.67	\$15,000.00	\$5,000.00
3/4 GTA (15 hours per week)	\$9,375.00	\$3,125.00	\$11,250.00	\$3,750.00
1/2 GTA (10 hours per week)	\$6,250.00	\$2,083.33	\$7,500.00	\$2,500.00
1/4 GTA (5 hours per week)	\$3,125.00	\$1,041.67	\$3,750.00	\$1,250.00

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

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.

² The minimum annual rate is valid through July 14, 2027 and may change in accordance with the Collective Bargaining Agreement.