



2021-2022 WORK STUDY EMPLOYMENT REFERRAL FORM

STUDENT NAME: _____ ctcLink ID: _____

ADDRESS: _____ CITY/STATE: _____

FINANCIAL AID USE ONLY

Quarter Awarded

Award Type
(SWS/FWS)
Award Amount
Approved: Yes or No
Reason if not
approved

	*Summer 2021		*Fall 2021	
	FWS	SWS	FWS	SWS
Award Amount	\$	\$	\$	\$
Approved: Yes or No				
Reason if not approved				

Quarter Awarded

Award Type
(SWS/FWS)
Award Amount
Approved: Yes or No
Reason if not
approved

	*Winter 2022		*Spring 2022	
	FWS	SWS	FWS	SWS
Award Amount	\$	\$	\$	\$
Approved: Yes or No				
Reason if not approved				

***Students are eligible to work a maximum of 19hrs per week when classes are in session; up to 40hrs per week during breaks. Approval is required by supervisor to exceed 19-hrs during breaks. Department must have funding in their budget for more hours.**

FINANCIAL AID SIGNATURE: _____ DATE: _____

***Award amount subject to change due to enrollment level and availability of funds.**

SUPERVISOR SECTION

SUPERVISOR: _____ PAY RATE: \$ _____

STUDENT'S JOB TITLE (*See page 2 for job descriptions): _____

DEPARTMENT: _____ DEPT CODE: _____ START DATE: _____

*I understand that this student is eligible to earn the award listed above; that I am responsible for tracking the student's hours and award balance; that the department is responsible for any overage if the student exceeds their award.

*Any changes in the student's Financial Aid may result in a change in their Work-Study award.

SUPERVISOR SIGNATURE: _____ DATE: _____

STUDENT ACKNOWLEDGMENT SECTION

*I understand that Work Study is a form of financial aid. If at any point I become ineligible for financial aid, I will notify my supervisor **and** Payroll immediately and stop working. If I fail to do so, I may be required to repay any overpayment issued to me.

*I understand that I may not work more than 19 hours per week through any combination of employment at Lower Columbia College and that I cannot be employed as regular college employee while working as a student employee. I am responsible for following the COVID-19 on-campus policies and I must enter my time in ctcLink by the designated due dates.

STUDENT SIGNATURE: _____ DATE: _____

LOWER COLUMBIA COLLEGE does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, political affiliation, creed, disabled veteran status, retired veteran status, marital status, or citizenship status, in accordance with state and federal laws. All LOWER COLUMBIA COLLEGE materials are available in alternative formats and can be requested by contacting the Human Resources office.

ON-CAMPUS WORK STUDY JOB DESCRIPTIONS

Please select the job that best fits the duties of the work study position.

Campus Early Childhood Program Specialist

The Campus ECPS position provides support to the Lead Teacher / Teacher Assistants in Early Childhood classrooms within our Head Start/EHS/ECEAP Programs and the Early Learning Center. Under the direction of other teachers in the classroom, the Campus ECPS will contribute to children's social, emotional, and physical development through activities, free time, field trips, meal/snack times, and outside play.

Campus Custodian

The Campus Custodian position helps maintain a safe, clean campus environment by cleaning various buildings, offices, classrooms, showers, restrooms, windows, etc. The Campus Custodian stocks supplies, empties and cleans waste baskets and recycle bins.

Campus Grounds & Nursery Specialist

The Campus Grounds & Nursery Specialist helps maintain grounds and landscapes for LCC's campus. Duties may include: lawn maintenance, planting, trimming, weeding, and watering flowers and shrubs, operating a variety of manual tools and equipment.

Campus IT Intern

The Campus IT Intern position provides support to the IT Services department. Under the direction of more experienced employees, the Campus IT Intern performs a variety of routine tasks, including deploying and troubleshooting computers, printers, and mobile devices. The Campus IT Intern also responds to service requests and enters notes in the helpdesk system.

Campus Food Service Worker

Under supervision of the Kitchen Manager, the Campus Food Service Worker prepares, stores, and serves food within the food services at LCC. The Campus Food Service Worker adheres to all food safety and sanitation techniques and campus procedures. The position may post menus, maintain kitchen equipment, maintain inventory, etc.

Campus Office Assistant

The Campus Office Assistant performs a variety of clerical, repetitive, and routine duties to support the department. Duties may include acting as receptionist, answering phones, filing, making copies, greeting the campus community and the general public, data entry, and working on entry level projects.

Campus Student Tutor 1 and Tutor 2

LCC has a peer-to-peer tutoring program led by the Tutorial Center Program Coordinator. All new tutors start as level 1. After completion of 10 hours of training (6 of which is tutor-trainer led and synchronous) and 25 hours of tutoring experience, tutors move to level 2 and receive the pay increase.

The vision of the Tutoring Center is to be a resource for students by providing a welcoming and collaborative learning environment to foster academic success and lifelong learning. Tutors are current students who have excelled in their coursework and have a passion for helping others achieve academic success by cultivating independent learners. Tutors work with students independently and in groups to help them grasp course content as well as the study skills necessary to succeed in their academic courses.

*** Pay rate subject to change in accordance with state and federal laws.**