

Federal Work Study Program
Academic Year 2024-2025

The Enrollment Services Office is now accepting Federal Work Study requests from College of Marin Department Supervisors for the 24-25 academic year. The purpose of the Federal Work Study Program is to provide job opportunities for students to earn funds toward their educational expenses and at the same time develop job skills that provide a stepping stone towards entering the workforce and building a work resume.

Students are required to file a 24-25 FAFSA and complete their financial aid file. Students who indicate a desire to participate in the Work Study Program on their FAFSA will be notified through the MyCOM portal. To participate in this program, students must be enrolled in at least 6 academic units beginning in Fall 2024 for the Federal Work Study program under Title IV regulations. Students will be required to work a minimum of 10 hours but no more than 25 hours per week at the rate of *\$17.00-\$18.00 per/hr. for all positions. Supervisors will be responsible to ensure student's authorized hours are not exceeded. Federal Work Study funds will be granted on a first-come, first-served basis.

Each department will have the opportunity to request student workers using the attached Federal Work Study Department Request form. Please keep in mind that it will be the supervisor's responsibility to provide guidance and instruction to their student worker on what is required in their perspective areas. The Enrollment Services Department will be responsible for the authorization forms and student eligibility requirements. Each student will be required to sign the Student Worker Contract during the Enrollment Services process and provide it to their supervisor.

All request forms must be filled out and emailed to Seanna Villarreal @ svillarreal@marin.edu. Students will contact the person listed on the form for an interview. Once you have interviewed the student and would like to hire them, you will then contact Seanna Villarreal with the information regarding the new hire. Please be proactive in your attempt to help students with their success by holding them accountable and allow them to work as part of your team.

I want to thank you for participating in this program and for providing opportunities and support for students.

Sincerely,
Jon Horinek
Dean of Enrollment Services

*All new Federal Work Study Students will start at \$17.00 per hour. Continuing Federal Work Study Students with approval from their Supervisor, pay rate will be raised to \$18.00 per hour.



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: _____ JOB TITLE: _____

BUILDING/CAMPUS: _____

ESSENTIAL FUNCTIONS AND DUTIES:

-
-
-
-
-
-
-
-
-
-

ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

-
-
-
-
-

Estimated Hours needed:

- M: _____ TU: _____ W: _____ TH: _____ F: _____

Will the student have access to or handle confidential records or information? Yes ___ No ___

If 'Yes', the student will be required to pass a Live Scan background check.

Note: Positions that require access to or handle confidential records/information will be reviewed by the Dean of Enrollment Services.

STUDENT'S SUPERVISOR: _____

EMAIL: _____

PHONE#: _____

STUDENT'S ALTERNATE SUPERVISOR: _____

EMAIL: _____

PHONE#: _____

HOW TO APPLY: *If you wish to apply for this position, please email the supervisor listed above and attach the following: Cover Letter, Resume and Proof of FWS award (email notification from Enrollment Services)*