



## COLLEGE WORK STUDY PROGRAM

The **Work Study program** is just one source of financial aid for college students. These on-campus jobs are available only to Kilgore College students who demonstrate financial need while they are enrolled in the current term. In order to assess financial need each academic year, students need to submit a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Work Study jobs are posted online at [www.Kilgore.edu/student-jobs](http://www.Kilgore.edu/student-jobs).**

Applications are only accepted for open CWS positions. Please read the job descriptions carefully and submit an application for a specific position to be considered for it. Incomplete applications will be discarded. Applications will not be kept on file once a position is filled. Please submit a copy of the class schedule(s) for the appropriate term with each application.

**Complete the [online application](#) to apply for work study positions.** Job descriptions are available at the top of the online application.

**Work Study Jobs Available:** Typically, all positions are advertised “open until filled.” It is up to each student to submit an application for positions they want. Individual departments will contact students about interviews and conduct those interviews. Once a hiring decision is made, that department will contact Financial Aid regarding the offer of employment, and to complete the hiring process and necessary paperwork. Paperwork **MUST** be completed prior to the student beginning work in order to be paid on time and correctly.

**Payroll:** Work Study students are paid twice a month. Payroll periods are the 1st through the 15th of each month, then the 16th through the last day of the month. Checks for one payroll period will be available after the next payroll. For instance, if a student works between January 1 and January 15, they will be paid for that time on January 31 or the closest previous business day, should the 31<sup>st</sup> fall on a weekend or holiday.

Students must pick up paper checks in the Human Resources Office and present picture ID to sign for their checks. Direct Deposit is now the sole payment method for all employees at Kilgore College. Direct Deposit authorization forms are available at the Financial Aid Office or at the Human Resources Office.