Work-Study Position Data Request

The College Work-Study Program is a federally/state-funded, campus-based financial aid program with a limited number of funds for **students who have documented financial need** and who want to earn part of their educational expenses while attending college. **Students interested in College Work-Study must have a current FAFSA on file in Financial Aid to determine financial need and eligibility.**

Students must submit an application online and indicate which position(s) in which they are interested, along with a copy of their current class schedule. Incomplete applications will be discarded. Applications will not be kept on file once a position is filled. For more information on the Work Study Program or to apply for open positions, please visit www.Kilgore.edu/student-jobs.

1. **Department or Office requesting work-study:** Financial Aid Office
2. **Position Title:** Student Assistant
3. **Number of positions available:** 2
4. **Date/Term student needed:** 2026-27 Spring/Summer
5. **Rate of Pay:** $10.00/hour

Description of duties:
Assist students, parents, and staff with financial aid questions in-person, and via phone and email. Data entry and imaging. Assist with orientation and FAFSA help days. Work late registration and any other times deemed appropriate by Assistant Director or Director. Any other duties assigned. Work schedule will depend on student's availability and course schedule, but mid-morning to mid-afternoon availability is preferred.

Requirements/Skills Required:
Computer and customer service skills are a must. Ability to maintain confidentiality.

Preferred Availability:

☐ **Sunday**	☐ Morning	☐ Midday/Afternoon	☐ Evening
☑ **Monday**	☐ Morning	☑ Midday/Afternoon	☐ Evening
☑ **Tuesday**	☐ Morning	☑ Midday/Afternoon	☐ Evening
☑ **Wednesday**	☐ Morning	☑ Midday/Afternoon	☐ Evening
☑ **Thursday**	☐ Morning	☑ Midday/Afternoon	☐ Evening
☑ **Friday**	☐ Morning	☑ Midday/Afternoon	☐ Evening
☐ **Saturday**	☐ Morning	☐ Midday/Afternoon	☐ Evening

Once an application is submitted, the Financial Aid Office will determine eligibility and forward the information to the respective Departments. Interviews will be conducted by the Department listed on the job description. Once a position is filled, the job posting will be removed from the website and other job posting areas.