

Employment

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Federal College Work-Study Program (FWS)

The Federal College Work-Study Program provides job opportunities for eligible students who must or prefer to work while in school in order to meet their educational expenses without incurring a heavy burden of indebtedness. Qualifying students must show a documented financial need by completing the FAFSA form every new academic year and meet [Satisfactory Academic Progress Policy](#) requirements to qualify for and continue in this program.

Work hours are flexible and generally fit the student's class schedule. Students employed under the FWS are paid on a monthly basis. Currently, the salary is \$7.25 per hour. A student is awarded an amount, with a limit that cannot be exceeded, which can be earned while attending college. Once the amount awarded has been reached, employment is terminated. Employment through the College Work-Study Program does not make the student eligible for unemployment compensation when the job is terminated and/or the school term ends.

Job openings are posted on the SPC website and interviews are scheduled by the student with supervisors of jobs in which they are interested. Supervisors who hire the student will arrange a work schedule so the job will not interfere with classes or other academic requirements.

New Work-Study Students must complete the following documents prior to their first day of employment:

- Work-study Application
- Personnel Action Form (PAF)
- Personnel Sheet
- W-4 Form
- I-9 Form
- Substance Abuse Policy
- At-Will
- Notice to New Employees
- Work-Study Contract

Student will need to bring with them some type of identification card with photo (driver license, identification card, student id) and their social security card.

Students are expected to perform their jobs to the best of their abilities. The job should be treated as regular employment and not just financial assistance. The student should demonstrate a willingness to work, dependability, initiative, punctuality and other good work habits.

Part-Time Employment Service

For those students who do not qualify for the federal programs listed above, the Placement Office in the Advising and Testing Center maintains a part-time employment service. This service is used to provide employment opportunities for students to help offset their educational expenses. Job openings in the Levelland and Lubbock communities are posted for viewing by students at the Placement Office. If a student qualifies for a position, the office will put them in contact with the right individual at the hiring business.