



# **STUDENT WORK STUDY HANDBOOK**

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WEST VIRGINIA UNIVERSITY AT PARKERSBURG

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# What is Federal College Work Study?

## Work Study helps students earn money to pay for college.

Federal College Work Study provides part-time jobs for college students with financial need, allowing them to earn money to help pay education expenses. Here's a quick overview:

- It provides employment on-campus while you are enrolled in school.
- It's available to students in all programs of study, as long as they show financial need.
- It's available to part-time students as well as full-time students.
- It's administered by WVU Parkersburg and managed jointly by the Offices of Financial Aid and Career Services.

If you're interested in getting a work study job while you're enrolled at WVU Parkersburg, make sure you complete your Free Application for Federal Student Aid (FAFSA) early. Funds are awarded on a first come, first served basis. When all positions are filled or when program funds are exhausted no additional hiring will be approved. If your initial award does not include Federal College Work Study, contact the Financial Aid Office by emailing [finaid@wvup.edu](mailto:finaid@wvup.edu). Often your award can be adjusted to include it!

## What kinds of jobs are there, and how much can I earn?

All work study positions are listed at [www.collegecentral.com/wvup](http://www.collegecentral.com/wvup) for your review. (Instructions for how to access this site are on pg. 4 of this handbook.)

Work study employees may work a maximum of 20 hours a week while classes are in session. The hours you could be scheduled for are dependent on your award amount. The hourly pay rate is minimum wage unless otherwise stated on the job description. The total amount that you may earn in work study wages is the same amount listed under work study in your financial aid award. Your total award depends on how early you apply for financial aid and your level of financial need (determined by your FAFSA). **Follow the instructions in your award letter to accept your work study funding.**

## What are the Benefits of Participating in the Work Study Program?

- **A Steady Paycheck.** Earn money while attending college.
- **Flexible Hours.** Work study supervisors will work around your class schedule.
- **Valuable Work Experience.** Gain valuable work experience that will complement your higher education experience at WVU Parkersburg. Also, your work study supervisor can make an excellent reference on future job applications.
- **Contacts.** On-campus positions give you the advantage of getting to know staff and faculty. You can gain a better understanding of how the college works, and how to make sure you are using all of the resources available to you as a student.
- **Less Debt!** Work study is a form of financial aid that is paid to you as wages earned by working. Receive financial aid that you *will not* have to pay back later! Work study wages are not a student loan, so the money you earn is *yours!*

# Eligibility Standards for Work Study Participation

## Complete Admission

You must be fully admitted as a regular student at WVU Parkersburg. This means that you have applied for admission, been accepted, and turned in all high school/college transcripts from previous schools you have attended. This is a requirement for general financial aid eligibility which also applies to work study participation and eligibility.

## Complete FAFSA

You must complete your FAFSA every year to receive financial aid for college, and work study is funded by financial aid. *Select YES on the FAFSA form for the “Are you interested in being considered for work study?” question in Step One.*

Are you interested in being considered for work-study?

Yes

No

Don't know

Be sure to apply early every year (before April 15<sup>th</sup>) and regularly check your WVU Parkersburg email account for communication from the Financial Aid Office. When all positions are filled or when program funds are exhausted, no additional hiring will be approved. **Follow the instructions in your award letter, which can be found in your OLSIS account, to accept your work study funding. *\*Please note that any changes made to your financial aid after the initial award could affect the amount of work study funding you are eligible to receive. Contact the Financial Aid Office at [finaid@wvup.edu](mailto:finaid@wvup.edu) before making any changes.***

## Academic Standards for Work Study Participation

- Maintain enrollment in a minimum of 3 eligible credit hours
- Cumulative grade point average of 2.00 or higher
- In good standing according to all institutional policies (no holds, outstanding balances, disciplinary actions, etc.)
- Must be eligible to receive financial aid (warning and probation status are acceptable)
- Must be in good academic standing (academic probation is acceptable)

If you have any questions about work study eligibility or any of the information on this page, please contact the Financial Aid Office at [finaid@wvup.edu](mailto:finaid@wvup.edu) and put “WORK STUDY” in the subject line.

# How Do I Find a Job?

## Step 1: Make an account

First, register on the College Central Network website. Use these steps to access your account:

- Go to [www.collegecentral.com/wvup](http://www.collegecentral.com/wvup)
- Click the “Students” icon
- Below the Sign in button, select the “Activate” link
- Enter your User ID (Student ID)
- Enter the Email Address that your school has on file for you

## Step 2: Find available jobs

Once you have activated your account, find the work study positions currently available:

- Click on “Search My School’s Jobs”. It’s the first item in the first box on the page.
- To see all work study jobs, leave the default settings as they are, and select “Work Study” under Job Types near the bottom of the page.

## Step 3: Apply for the jobs you are interested in

In order to apply for a work study position, follow these steps:

- Choose the job(s) you are interested in at [www.collegecentral.com/wvup](http://www.collegecentral.com/wvup). Don’t be afraid to choose more than one!
- Complete a Work Study Job Application for each position you are interested in at <http://bit.ly/workstudyjobapplication>. You will be required to upload the following documents:
  1. **A cover letter.** (See pg. 6 for a [Cover Letter](#)).  
*Save the File as: [Last name, First Name] Cover Letter*
  2. **A resume.** (You can find a resume builder within College Central Network. See pages 8&9 for a [Resume](#) and [Resume Check-Off List](#). If you need help creating a resume, contact Career Services at [careerservices@wvup.edu](mailto:careerservices@wvup.edu) or stop by room 1407.)  
*Save the File as: [Last name, First Name] Resume*
  3. **A copy of your concise student schedule from OLSIS.** This can be found by logging in to OLSIS >> Student Records >> Registration >> Concise Student Schedule.  
*Save the File as: [Last name, First Name] Concise Student Schedule.*
  4. **A copy of your Financial Aid Award Letter.** This can be found by logging in to OLSIS>>Financial Aid>>Financial Aid Awards.  
*Save the File as: [Last name, First Name] Financial Aid Award Letter*
- Career Services will review your application and contact you if any corrections are needed. Your information will then be shared with the supervisor.

## Step 4: Interview

If the supervisor is interested, they will contact you to schedule an interview. You will need to meet with them at the location and time agreed upon.

## Step 5: Get hired

The supervisor will be the one to notify you if you are hired! Human Resources will then contact you with further information about how to complete the hiring process. If the position is filled you will be notified.

Please contact the Financial Aid Office with any questions about eligibility at [finaid@wvup.edu](mailto:finaid@wvup.edu).

Please contact the Career Services Office with any questions about the application process at [careerservices@wvup.edu](mailto:careerservices@wvup.edu).

## **Once I Start Working How Do I Get Paid?**

WVU Parkersburg uses a time management system called MyTime. You will clock in and out at work through the MyTime web clock. Human Resources will send detailed instructions on how to access the MyTime web clock once you are in payroll. You will be paid bi-weekly.

It is your responsibility to know how many hours you have worked throughout the semester, and your supervisor is notified how many hours per week you can work when you are hired. Your supervisor will help you monitor this, and your hours can be easily monitored using MyTime or copies of your timesheets. Payroll and the Financial Aid Office will check remaining eligibility periodically for work study participants. Your supervisor will be notified by the Payroll department if you are getting close to running out of work study eligibility.

# Cover Letter Example

**Opening paragraph:** State why you are writing; how you learned of the organization or position, and basic information about yourself.

**2nd paragraph:** Tell why you are interested in the type of work. Mention specific qualifications which make you a good fit for the supervisor's needs. (Focus on what you can do for the employer, not what the employer can do for you.)

**3rd paragraph:** Indicate that you would like the opportunity to interview and provide your contact information. Thank the supervisor for her/his consideration.

**Save the File as:** [Last name, First Name] Cover Letter

Dear (Work Study Supervisor),

I would like to submit my application for the (Position Title) position. After reviewing the posting, I feel I am qualified for the position and would appreciate an interview.

In the job posting, you mention that you are looking for someone with customer service experience and the ability to speak with the public. I have a strong understanding of the expectations in representing an organization to the community.

I am available for interviews (availability). Please call me at (phone number) or email me at (email). Thank you for your consideration.

Sincerely,

(Your Name)

# Resume Example

Save the File as: [Last name, First Name] Resume

## Ricky Riverhawk

300 Campus Drive, Parkersburg, WV 26104  
(555) 555-5555, rickyriverhawk@wvup.edu

### SKILLS SUMMARY

- Experienced in using Microsoft Office products
- Excellent customer service skills
- Proven dependability
- Proficient with QuickBooks

### EDUCATION

West Virginia University at Parkersburg

Parkersburg, WV

**Bachelor of Business Administration**  
Emphasis: **Marketing**

Expected May 2020  
Overall GPA 3.36

**Associate of Applied Science**  
Emphasis: **Business Technology**

May 2018

### EXPERIENCE

**Seasonal Retail Sales Consultant**  
Office Supplies Co.

Summers 2016 and 2017  
Parkersburg, WV

- Provided attentive customer service to patrons of high-volume office supply store.
- Helped with product selection, stocked shelves, and operated point-of-sale system.

**Temporary Office Assistant Position**  
Progressive Field Suppliers

Oct. 2015 – Jan. 2016  
Parkersburg, WV

- Organized, entered time in Excel and a company database for 52 contracted employees.
- Reviewed and filed human resources documents; answered phones; helped run payroll.

**Internship – Dependent Audit Project Coordinator**  
Alp National Insurance

Summer 2015  
Parkersburg, WV

- Coordinated mailings to request proof of dependency; created recording system to verify.
- Communicated change of benefit information to appropriate departments.
- Prepared, compiled, and recorded dependent audit information for close to 4000 individuals.

### AWARDS & CERTIFICATONS

- Phi Beta Kappa, West Virginia University at Parkersburg, Parkersburg, WV, 2018 - 2019
- Dean's List, West Virginia University at Parkersburg, Parkersburg, WV, 2016 - 2019

# Resume Check-Off List

## Overall Appearance

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- Name appropriate size – not too small and not too large (i.e. size 16-20)
- Consistent formatting (aligned tabs; common use of bold and italics, etc.)
- Spaced well on one page
- Consistent date format
  - 8/05 – 1/10 or 8/2005 – 1/2010 or Aug. 2005 – Jan. 2010 (same throughout)
- Same font style used throughout
- No misspelled words (review words line by line especially those not caught in spell check)
  - *preformed* (should be *performed*), *costumer* (should be *customer*)
- Consistent spacing between categories
- Margins are equal (top and bottom the same; right and left the same; they do not have to be 1")
- References are not included on the resume; you may have a separate file with references using the same header

## Education

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- High school is not listed
- List all degrees starting with the one you are pursuing and then next most recent working backwards in chronological order
- List your degrees formally; look in OLSIS or on transcript to verify, i.e.
  - West Virginia University at Parkersburg Parkersburg, WV
  - Associate of Applied Science in Business Technology** Expected May 2020
  - Once you obtain your degree, remove the word “Expected” and just list date such as May 2020
- Only list GPA if it is over a 3.0

## Experience

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- Dates of employment are listed
- Locations (city and state) are included
- Capitalization is consistent
- Capitalize job titles
- Job activities and accomplishments are in bullet form starting with action words
  - Ex: Managed, Organized, Analyzed, Directed, Performed, Provided
- Quantify where you can. How many staff did you supervise? What were your sales numbers? Etc.
- Do not use pronouns (I, me, my)
- Professional word choices are used, for example use *Sales Associate* instead of *Clerk*
- Acronyms are spelled out (not: EPT, NAED, NAHB)
- Punctuation has been checked -- such as commas
  - Correct placement between city and state: Kearney, NE
  - No comma needed between month and year (May 2016), only if using a day which is not done on a resume (ex: May 7, 2011)
  - Periods are not needed after phrases listed in bullet form
- Correct tense used in position descriptions
  - Presently employed at company -- use present tense | Formerly employed -- use past tense