**Mesa Community College Work Study Job Order Notice**

Department Name:

Job Title:

Pay Level and Rate:

Work Hours:

Duties / Qualifications:

Work-Study Student Process:

* To apply, go directly to the contact person listed below.
* You may be interviewed or asked to fill out a department job application.
* **Remember, you are applying for a job!** Dress, look, and act the part!   
  If you need help with any aspect of your job search, please visit Career Services.
* Once you are hired, go to Campus Personnel to complete employment paperwork.
* If you have not been awarded FWS, go to the Financial Aid Office.
* You are allowed to work a **Maximum** of 19.5 hours per week. However, the actual number of hours worked will be decided by your supervisor, depending on your FWS award amount.

Contact Person:

Phone Number:

Campus Location/Room #:

**Note: Students may not work until the FWS job hire document is approved. Check with your supervisor for its status. This process may take 7-10 working days.** Human Resources will enter the worker into our Human Resources Time and Labor system. After the student is entered into this system, they may begin to work.