

Work Study Process

Facilitate the process and paperwork completion to place students in on-campus positions.

2019-2020:

1. When a student inquires about a student worker job they are directed to create an account in College Central Network (CCN) and upload or build a **professional** resume, the resume will need to be updated and made viewable each academic year. Student will be given Packet I
2. Supervisor creates an account in CCN (if they do not already have one) and posts their position(s), if CCN account already exists repost job
3. Supervisor searches available resumes to select candidates for their position(s)
4. Supervisor selects, interviews and submits the Request for Student Employment Form (RSE) **with the job number** to the Work Study Coordinator (WSC, Carla Sandoval). Send student to get Packet I if student doesn't already have one
5. RSE will be routed for administrative signature by WSC
6. When RSE with Administrative approval is returned, WSC verifies eligibility of the student, which includes a professional resume has been submitted, is meeting Satisfactory Academic Progress (SAP), their enrollment status and financial need if applicable. WSC will contact student to complete all pre-employment paperwork
7. Once the WSC has an approved RSE, pre-employment clearance, and all required paperwork; The WSC will notify student and supervisor of outcome (Good to work, Ineligible to work or Work with restrictions) via email and if/when the student can begin working (**Student CANNOT begin working until notified**)
8. All documents are submitted to the Business Office
9. The supervisor closes the position in CCN if no other students are required

Pre-Employment Online Training

All student workers **MUST** complete the following online training courses and submit the Certificate of Completions to the Work Study Office with Packet I. When registering for training, use your Taft College Student number (i.e. A00123456) as Your User Name. The training must be updated every year.

Access training here: [Pre-employment training](#)

Conditions of Employment

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements.

Primary Term Eligibility (Fall and Spring)

The District has approved the maximum of 20 hours per week for all students. There are other stipulations which may affect available hours and the student's eligibility to work on campus. Students must be enrolled in a minimum of 6 units to be eligible to work up to 10 hours per week and enrolled in a minimum of 12 units to be eligible to work up to 20 hours per week. Enrollment is checked regularly throughout the semester.

Summer Work Study

Summer hours are primarily based on Fall enrollment: students must be enrolled in a minimum of 6 units to be eligible to work up to 10 hours per week and enrolled in a minimum of 12 units to be eligible to work up to 20 hours per week. All other students, not enrolled in Fall, are based on Summer enrollment.

Graduate Exemption

Graduates can work the term immediately following their graduation if they are enrolled in at least one class. They must still meet SAP and have financial need if applicable.

Time Cards

Time cards are due to the Business Office on the 25th of each month. The **student** is responsible for completing their time card on a daily basis. The **supervisor** is responsible for checking the accuracy of the time card and **submitting** the signed time cards to the Business Office. **STUDENTS ARE NOT ALLOWED TO TURN IN TIMECARDS TO THE BUSINESS OFFICE.** Only one timecard per student may be submitted, supervisors will need to collaborate for students working in dual departments.

Paychecks are available on the 15th of the following month.

Expectations

Supervisors **MUST** submit an Expectation form to the Work Study Coordinator for their student(s) by the 3rd week of employment for each academic year.

Evaluations

Supervisors **MUST** submit a signed Evaluation by Supervisor **AND** Evaluation by Student Worker for each primary semester the student is employed by the end of each semester to continue participation in the program.

Termination

If a student terminates their job assignment or is terminated during a semester, they are unable to participate in any of the work programs for a period of no less than six weeks. Re-instatement into the program is contingent upon job availability and student's continued eligibility.

College Central Network Posting

Students can log into CCN to update, expire or repost their resume at any time. Supervisors can update, expire or repost positions at any time. Posted resumes will be reviewed monthly and ineligible students will be removed.

How to for Student:

1. Go to collegecentral.com/taftcollege
2. Click on 'Students'
3. Click on 'Create Account' and follow the steps
4. Choose to 'Build a Resume or 'Upload a Resume'' and follow the steps
5. Choose the first option under Resume Authorization to allow supervisors to view your resume

How to for the Supervisor:

1. Go to collegecentral.com/taftcollege
2. Click on 'Employers'
3. Click on 'Create Account' and follow the steps
4. Notify WSC when account is created and you will receive an email with your password to log in
5. Under 'Job Board' you can Post, Edit, Repost or Expire Job Postings
6. You can go into your account at any time to change, update or repost your job information.
7. To find available students you look under 'Job Candidates' and click the Search Student and Alumni Resumes
8. You can customize your search to find the best candidate for your position