

Writing

WORK STUDY POSITION

APPLICATIONS TAKEN FROM NOW
Until Filled

Fill out the electronic application online and attach your current school schedule. If you have any questions please contact Madison Morgan-Crater, Human Resources Assistant, at madison.morgan@montcalm.edu. Please make sure you list what **position(s)** you are applying for on your application.

Writing Work Study

This position would assist with the creation and publication of weekly and monthly newsletters and other writing assignments as needed. The successful candidate should be comfortable with communication skills and able to conduct simple interviews, accurate in storytelling, able to multi-task, be comfortable with computers and technology, be dependable and detail-oriented, be proficient at filing and organization, as well as have a clear understanding of confidentiality.

Up to 25 hours a week is available at \$11.50 / hour.

****Work-Study students must have a completed a 2024-25 financial aid file and be eligible for funding.**

Federal College Work Study (CWS): This program offers work, on or off campus, to students with financial need to help meet their educational expenses. Jobs are arranged after considering the amount of the award and the student's class schedule. Students are paid bi-weekly.

Please keep in mind if applying for work study, you must be eligible for federal funds. This means if your (SAP) Satisfactory Academic Progress is terminated you are not eligible to be a work study employee. If you are on an academic plan you may not be eligible unless you are meeting your academic plan standards. Please reach out to the financial aid office with any eligibility questions or concerns.

