

work-study guide




MID-STATE
TECHNICAL COLLEGE

WHAT IS WORK-STUDY?

Work-Study is a federal need-based, part-time employment program included as a part of the financial aid offer for students. Not every Mid-State Technical College student is eligible, as eligibility is determined based on an individual student's financial need.

Unlike grants, loans, and scholarships, the dollar amount students are awarded in work-study will NOT apply directly toward tuition, nor will it be disbursed to them directly in a lump sum. Instead, students must earn the awarded amount through working at their work-study job. The award simply means that amount of money is set aside for them to earn at a job.

WHO ARE OUR WORK-STUDY PARTNERS?

Work-Study Partners are organizations Mid-State Technical College students can work for while earning toward their work-study allotment. When organizations partner with us it makes it easier for them to find and recruit qualified students to fill needed volunteer positions. We work with community-based nonprofit organizations and local municipalities within our College district who serve the public good. All partners are reviewed for eligibility by our team based on Mid-State's administration of this federal program.

Some of our Work-Study Partners include:

- Portage County Humane Society
- Heartland Hospice
- Farmshed
- The Hannah Center
- South Wood County Recreation Center
- Meals on Wheels
- Boys & Girls Club

HOW IT WORKS:

1. Work-Study Partner positions are posted on the Student Employment section of the Student Life page of Mid-State's website at mstc.edu.
2. Students complete an online application and an interview with a representative from Student Life.
3. Students then complete a second interview with the Work-Study Partner.
4. After a student is selected for hire, they complete the hiring process and onboarding with a representative from Student Life.
5. Students are paid through the Mid-State Technical College payroll office every two weeks.

HOW TO BECOME A WORK-STUDY PARTNER

To complete the work-study form, please email Natasha Miller at natasha.miller@mstc.edu, and you will be provided with a link to the Work Study Request form.

FAQs

- **Is there a limit to how many hours a week a student can work?** Work-study students can work up to 20 hours per week.
- **Can a student work during summer break?** It depends. If the student graduates, then they are done working by the last day of classes. If they have completed the FAFSA for the following year and are registered for classes, they can continue working, but the funds will come out of the following year's allotment for fall semester for any work performed after July 1.
- **Can a student work over winter break?** Yes.
- **What happens if a student's financial aid award runs out?** Once a student's work-study award is used up, they are no longer able to continue working until the next academic year.

"Taking part in community work-study roles has helped develop me into a well-rounded student, community member, and employee. I worked with four different community nonprofits in my time as a work-study employee, all in different industries: food sustainability, adult literacy programs, hunger and poverty prevention, and a women's fund. Because of my work-study experience in nonprofits, I was able to obtain a salaried career in my degree field before graduating and currently serve on the board of directors for one of the four nonprofits. I'm incredibly grateful to Mid-State for the opportunity to represent my school, grow a stronger connection to the people of this area, and be of service to my community." – Kristen Deadwyler



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