



How to Apply to be a Student Employee (Work Study)

To apply to be a Student Employee, you must:

- Have completed your FAFSA form for the semester you would like to work
- Be enrolled in at least 6 credit hours for the semester you would like to work

Step One: **Complete the Work Study Application on <http://jobs.ivytech.edu>** **(Click search postings, and select the Terre Haute campus)**

Step One Checklist

- Create a resume (*you **must** use a resume to apply for a Work Study job*)
- Fill out and submit the Terre Haute Work Study application(s) at jobs.ivytech.edu
- If you would like to be considered for a Community Service position and an On Campus position, be sure to submit your application to each job posting
- Make sure to put your C# (Ivy Tech Student ID number) on your resume
- NOTE: If you do not get hired, you must reapply to be considered for future semesters

Step Two: **Student Employees are hired as part of the Federal Student Work Study program. Because the Work Study program is part of your Financial Aid, the Financial Aid office will receive your online application and check your status to see if you qualify. They will also figure out how many hours you can work each week. (Students could qualify to work 10 or 20 hours/week depending on financial need)**

Step Two Checklist

- Check your email. We will let you know by email if you do not qualify to be part of the work study program. ***Note: it will take 3-5 business days to receive this email after you apply.***

Step Three: If you qualify, your application will be reviewed by the offices that are hiring Student Employees. If your skills match the skills they need for their position, you may get called for an interview. You may even be called for more than one interview.

Step Three Checklist – When the employer calls for an interview

- Be professional and polite!
- Write down the name of the office and the person you are interviewing with so you will know where to go on the day of the interview.
- Wear nice clothes to the interview and be enthusiastic.
- Take your class schedule to the interview and know what hours you can work.
- If you would like to do a practice interview before you go to your Work Study interview, contact the Career Center and make an appointment.

Step Four: If you are hired as a Student Employee, Human Resources will do a background check and you will complete new-hire paperwork in Human Resources.

Step Five: Your supervisor will work with you to schedule a time to attend the Customer Service Training and Student Employee Orientation Workshop within your first few weeks of working.

For Questions about the Application Process for Work Study employment, contact the Career Services Office in Room D134 or call 812-298-2282.