



# Passaic County Community College

Financial Aid

## COLLEGE WORK STUDY APPLICATION FOR STUDENT EMPLOYMENT

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

What is your Major course of study at PCCC? \_\_\_\_\_

Have you worked at PCCC before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what Office or Department? \_\_\_\_\_

Have you held any other jobs before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list employer, dates and duties (attach resume if applicable)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Check any skills you have:

Clerical       Data/Word Processing       Math       IT Equipment  
 Bilingual       Library       Lab Assistant       Child Care

I am interested in the following positions (see attached title list):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**I understand that the submission of this form is an application for Work Study consideration and is not a guarantee that I will be offered employment. I will be notified by the office of Financial Aid of my eligibility.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## **Work Study Position Titles**

- **ATHLETICS ASSISTANT**  
Monitoring exercise room, answering phones, greeting students, and clerical tasks.
- **CHILD CARE ASSISTANT**  
Under direct supervision of staff members, provide care for pre-school children in a child care facility.
- **COMPUTER/TECH ASSISTANT**  
Assisting staff in installation and troubleshooting of PC's, printers, and other related equipment.
- **FINANCIAL AID ASSISTANT**  
Answering phones, assisting students with FAFSA applications, handling documentation for scanning, and other related tasks.
- **FOOD SERVICES**  
Food preparation, servicing, cashiering, cleaning, and clerical tasks.
- **LAB ASSISTANT**  
Assisting with tasks that are conducted in the laboratory.
- **LIBRARY ASSISTANT**  
Filing, preparing documents for mail or distribution, coverage of circulation desk, shelving library materials, and data entry.
- **MAIL ROOM ASSISTANT**  
Managing incoming and outgoing mail, photocopying, and clerical tasks.
- **OFFICE ASSISTANT**  
Filing, answering phones, photocopying, mass mailings, data entry and computer work.
- **SECURITY**  
Monitoring campus premises, producing student Id's, clerical, and other related tasks.
- **TUTOR**  
Providing tutoring services to students in a classroom or lab setting.