

ADMINISTRATIVE OFFICE 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.

Student Services Office Work Study

Assist student services with printing, filing, scanning, and other entry-level office duties. The successful candidate should be comfortable with computers and technology, dependable, detail-oriented, a self-starter, possess good communication skills, proficient at filing and organization, and have a clear understanding of confidentiality.

Up to 25 hours a week is available at \$11.05 / hour.

****Work-Study students must have a completed a 2023-24 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.