

Off Campus Federal Work Study

A Step by Step Guide

1. Make sure that you're eligible for Federal Work Study
 - a. There are two kinds of work study at Coe: Federal Work Study and Coe Work Study. *Only Federal Work Study students are eligible to work off-campus.*
 - b. You can check your eligibility through emailing o-financialaid@coe.edu or contacting Kara Trebil at ktrebil@coe.edu.
 - c. Part of being eligible is completing the proper payment and employment paperwork in the Business Office in Lower Voorhees as well as the work-study contract emailed to you by Financial Aid (also located in Lower Voorhees).
2. Have a conversation with Kara Trebil in the Office of Community Engagement located in the Learning Commons.
 - a. In this conversation you will discuss interests, skills, goals, major, and schedule so that Kara can recommend organizations or jobs that would be a good match.
3. Contact the organization that you and Kara have decided you could work with.
 - a. Please remember to communicate in a professional manner –for help with composing an email or practicing a phone call contact Kara Trebil or visit Career Planning in the Learning Commons.
 - b. If you do not have the contact information for an organization or are waiting on information, please check in with Kara Trebil.
 - c. If you have contacted an organization and have not heard back, please contact Kara Trebil.
4. If the organization wants to work with you ask to discuss hours, responsibilities, and any expectations. Good things to ask about are:
 - a. Dress code
 - b. Flexibility of schedule
 - c. How to contact your supervisor about changing hours or clarifying questions
 - d. Policy for scheduling hours over breaks – just because Coe goes on winter break doesn't mean your organization does. Your supervisor will want to know in advance when you're going to be out of town.
5. Print and fill out an Off-Campus Work Study Contract. You can request that one be emailed to you by contacting o-financialaid@coe.edu.
 - a. You need to read and sign the contract.
 - b. A staff member/supervisor at the off-campus organization needs to complete the agency information section of the contract and then sign it.
6. Bring the Off-Campus Work Study contract to the Office of Community Engagement for Kara Trebil to sign.
7. You can now begin to work at your off-campus work study site. Any questions can be directed to Kara Trebil (319) 399-8660 or ktrebil@coe.edu.

8. Keep track of the hours you work every month (and make sure that you work within your eligibility range).
9. Follow the Timesheet Step by Step Guide for completing monthly time sheets. Time sheets will always be due to the Office of Community Engagement on the first business day of the month.
10. Payment will either be directly applied to your Coe bill or deposited directly into your bank account by the 10th day of the month or first business day following.

If at any point you decide to switch sites or quit your off-campus work study position, please inform your off-campus site supervisor and also contact Kara Trebil in the Office of Community Engagement.