



STUDENT EMPLOYMENT PLACEMENT PROCESS

COMPLETE THE FOLLOWING STEPS IN ORDER TO APPLY FOR THE STUDENT WORK PROGRAMS.

Step 1: Complete the 2009-2010: Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

After your FAFSA has been processed and all necessary documentation has been collected and you have been notified of your expected awards, you may proceed.

Step 2: Complete the Student Employment request Form: If not initially awarded a work program award, students can request and submit a completed “**Student Employment Request Form**” available at: http://www.mdc.edu/financial_aid/work_programs.asp

Once submitted, the campus Work Study Coordinator will determine eligibility and availability. Student should then come to the campus financial aid office to check availability of positions

Step 3: Review Available Positions and Referral Process: The eligible student will meet with the Work Study Coordinator or visit designated area in FA office to review the available positions for each Program and will then be given a referral card to go to the department or employer they chose if they are eligible. Students should contact the on campus department/ off campus companies to schedule interviews for the positions offered. Students are encouraged to take a copy of their academic schedule and resume if applicable to the interview.

Step 4: Completion of Process: On Campus employment requires the hiring department to submit an official **STUDENT RPA** and 3 annual required documents for student employment (**I-9 Form, W-4, Students Rights and Responsibilities**) to the Financial Aid Offices for processing into the student payroll system. A Direct Deposit Form is now also available to all student employees. All forms available on the Work Programs page. Once hired new students will be encouraged to participate in the “PARTNERS” Student Employment Orientation Workshops.

Off Campus employers in the Florida Work Experience program submit a “**Conditions of Employment Form**”, also available on web, to the District Student Employment Office (Address on Form). **Once all hiring forms have been received, the appropriate Work Program fund will posted to the student’s file.**

NOTE: You should notify the Office of Financial Aid in writing should you determine that you no longer wish to participate in any of the Work Programs. Students may only participate in one program simultaneously. Student workers are temporary, hourly employees who are hired on an as-needed basis. Miami Dade College makes every effort to employ as many students as possible but positions are limited at each individual Campus by program. Unlike most financial aid where it is paid directly to the institution, Work-Study is paid to you as you earn it and those earnings are taxable. Taxable earnings from need-based work programs, such as Federal Work Study should be reported on ensuing year Financial Aid applications (Question 46-c).