

Community Service Work Study Program

1. *What is the Community Service Work Study Program?*

This federally-funded program, administered by MSU Billings, is designed to encourage students to work part-time in *eligible non-profit community service agencies.

2. *How does the agency benefit?*

- Agencies post jobs free through Career Services and gain access to all work study-eligible students.
- Agency pays only 25% of the student's hourly wage plus workers' compensation; federal work study funds pay 75%.
- *America Reads* positions are paid 100% by federal work study funds.

3. *What are the agency's rights?*

- Develop job descriptions that fit your needs.
- Evaluate and select applicants.
- Set appropriate hourly wage.

4. *What are the agencies' responsibilities?*

In advance of need:

- Mail or fax a job description to Career Services.
- Complete and return to Career Services the **MSU Billings Program Off-Campus Community Service Work Study Contract**.

As soon as a student is hired and BEFORE s/he begins working:

- Notify Career Services.
- Sign and return **Work Study Authorization Form** to Financial Aid.
- Schedule student for no more than 20 hours per week.

While student is working:

- Sign timesheets every 2 weeks; **original (not faxed)** copy must be returned to Fin Aid office.
- Monitor total work study earnings and stay within the award amount shown on the Authorization form. **If student exceeds the award amount, agency is responsible for 100% of the costs.**

5. *What is the payroll procedure?*

- MSU Billings pays the student biweekly and bills the agency monthly.

6. *How does the agency get started?*

- For forms and detailed instructions, visit www.msubillings.edu/careers
- If you have further questions, contact Career Services: careers@msubillings.edu or call 657-1618.

***In compliance with Title IV of the Higher Ed Act of 1965, agency work will not involve religious or political activity or be for the benefit of limited membership organizations.**