

Student Employment and Eligibility

What is Student Employment?

A part-time job opportunity through Columbus State Community College you may be eligible for during the pursuit of your degree or certificate. Types of Student Employment positions include Federal Work Study, College Work Study, and Community Service Work Study.

What is the difference between the job types?

Position Type	Funding Source	Enrollment Min	Work Location	Additional Financial Aid Requirements
College Work Study (CO-WS)	Hiring Department	3 Credits	On-Campus Departments	No
Federal Work Study (FWS)	Financial Aid Award	6 Credits	On-Campus Departments	Yes
Community Service Work Study (CSWS) <i>(Sub-Program of FWS)</i>	Financial Aid Award	6 Credits	Community Orgs / Non-Profits	Yes

Who qualifies as a student employee?

All applicants must (College Work Study and Federal Work Study):

- Be enrolled and degree/certificate-seeking at Columbus State
- Received HS diploma/equivalency
- Enrolled in 3 or more credit hours
- Work no more than 20 hours/week

Applicants for Federal Work Study must ALSO:

- Be enrolled in 6 financial aid-eligible credit hours
- In good standing with FA (no restriction)
- Must be awarded Federal Work Study as a part of your Financial Aid award

Federal Work Study

What is Federal Work Study (FWS)?

A need-based financial aid program providing eligible students with part-time on-campus or off-campus jobs to help cover educational costs. It requires a FAFSA, offers flexible schedules around classes, and involves working no more than 20 hours per week. Basically, it's a part-time campus job program that pays your wages through Financial Aid FWS funds.

How do I get FWS? Who qualifies?

Eligibility is determined by your FAFSA. Eligible students with high financial need will be automatically packaged with FWS if the College has remaining funding to award.

To check if you have been offered FWS, login to Workday at **cscc.edu/workday**. Go to your Financials Hub and click **View Financial Aid**. Then select the current or upcoming Award Year. Check your Estimated Financial Aid and the Awards Breakdown for award information to see if Employment/Federal Work-Study is listed.

How do I accept the award?

Federal Work-Study is awarded as *Offered*, meaning you need to Accept the award to let the College know you are interested in this program. Go to Accept/Decline Awards and update Federal Work-Study to *Accept* status.

5 items

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Federal Supplemental Educational Opportunity Grant (SEOG)	750.00	750.00	Accepted	☒ Accept
Federal Work-Study	3,000.00	0.00	Offered	☐ Accept ☐ Decline
Federal Direct Subsidized Loan	2,250.00	0.00	Offered	☐ Accept ☐ Decline

Does accepting mean I'm guaranteed a job?

Being eligible and accepting FWS does *not* guarantee a job, but it's the first step in the process! Positions and hiring depend on funding and available openings. You must apply for the positions you are interested in and be selected for hire.

What happens if I decline but later want it?

If you decline, you risk losing the opportunity to be hired into a FWS position. You may submit a **Federal Work Study Request**, but it is not guaranteed to be re-added to your financial aid.

What if I'm not awarded FWS? Can I request it?

You can visit Career Services in Nestor Hall 108 or email studentemployment@csc.edu to ask about your potential eligibility for Federal Work Study. You may complete the **Federal Work Study Request Form** for the Financial Aid team to review. If funding remains available and you have eligibility, it will be added to your Financial Aid. If the overall funding limit has been reached or you are not eligible, it will not be added. You could then apply to any of the non-FWS job postings.

How do I get the FWS award money?

You will only receive FWS funds by being hired and working hours in an FWS-paid job. You're an hourly employee and get a paycheck twice a month (Biweekly). Your award is the earning limit/maximum, not a lump sum. You can continue working until you have earned your award amount.

Community Work Study

What is Community Work Study?

A subset of the Federal Work Study program, Community Work Study offers students the chance to pursue employment with any one of Columbus State's nonprofit and government partners. These partnerships offer students the unique opportunity to earn their Federal Work Study award in service to the local community.

Students hired for these jobs are still employees of Columbus State, with your work location at the community partner's facility.

How do I find these specific jobs?

These jobs are posted in Workday along with all over student employment openings (see below). Look for the job titles that indicate the organization's name. The job description will also include information about the Organization/Agency, their location, and website.

JR001714 Creative Media & Marketing Student Assistant (Federal Work Study at AVENEU)

Applying and Getting Hired

Where are the jobs posted?

Student jobs are posted **directly in Workday**. Login to Workday at cscs.edu/workday and type “**Find Student Jobs**” in the search field. Browse the available positions and apply for the ones you are interested in and qualified for. Jobs that require Federal Work Study eligibility will indicate that in the job title and the description.

Peer Career Leader (Federal Work Study)

JR001650 | Posting Date: 02/10/2026 | Career Services - Pooled (Amanda Perk) | Columbus Campus

Peer Learning Success Leader

JR001652 | Posting Date: 02/10/2026 | Tutoring - Pooled (Martine Stephens) | Columbus Campus

Office & Museum Assistant (FWS at Columbus Historical Society)

JR001651 | Posting Date: 01/08/2026 | Career Services - Pooled (Amanda Perk) | Columbus Campus

How do I apply?

From the posting, click the “**Apply**” button to begin your application. Including a resume with your application is preferred. To best prepare for the application process, make sure you have the following information:

- Work History/Experience (Job Title, Company, and Dates of Employment)
- Availability
 - Date available to start

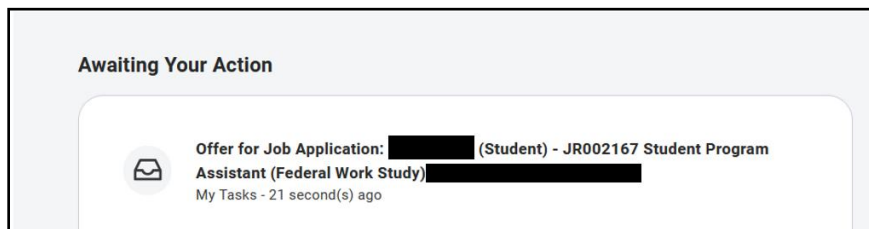
- Weekly availability (the days of the week and times you can work). An estimate is okay if your course schedule is not yet set.

What if I don't have a resume?

Career Services can help! Career Counselors can assist with resume reviews, job search preparation, and interview practice. Visit cscc.edu/services/career for information on connecting with a Counselor and for online resources, including resume templates.

What does the review and hiring process include?

1. First, Student Employment will review your information to make sure you are eligible for the position(s) you applied for.
2. Then, the hiring manager will review your application for things like experience, skills, and availability.
3. If selected for an interview, the hiring manager will contact you directly to arrange.
4. If selected for hire, you will get an **Offer Letter** in your **Workday Inbox**. Open and read the offer, then click the **"I Agree"** button to accept.



After accepting the offer, you will then complete a background screening, I-9 verification, tax forms, direct deposit enrollment, and required onboarding tasks. This process may take up to two weeks.

Can I get hired as an F-1 International Student?

Yes. F-1 students may be hired for College Work Study positions, since they do not require any Financial Aid eligibility.

If selected for hire, you would be provided with additional instructions for requesting a Social Security Number, which is required for E-Verify. There would be a slight pause in the process for this to be obtained. Once received, the process will continue. Student Employment staff will provide guidelines on documentation that may be needed for the I-9 Employment Verification process.

Getting Paid

What are the pay rates?

Pay rates will be listed in the job postings. Current rates as of July 2026 are:

College/Federal Work Study II	\$11.00 / hour
College/Federal Work Study III	\$12.00 / hour
Community Work Study	\$15.00 / hour

Does this pay my tuition?

No. Earnings are not credited to your tuition or fees. You can use your paycheck to help with the cost of living or other education expenses if needed.

How and when do I get paid?

You will add your worked hours into the Workday Time function. Columbus State pays on a bi-weekly basis, which means employees are paid every two weeks. [Pay Dates](#)

Work Schedules

How much can I work?

Student employment jobs are part-time. Here are a few key guidelines:

- **8 hours** per day maximum (must take appropriate breaks)
- **20 hours** per week maximum during academic term
- Students are not allowed to “volunteer” in the same capacity that they would be paid
- No work hours to be logged during scheduled class times

Can I work the breaks between semesters?

Continuing student employees are allowed to work over the academic break up to thirty hours (30) per week if they are eligible for the upcoming semester. Students should check with their department supervisor in advance to determine if work over the break will be required or needed.

**Working during an academic break is reserved for those students who are eligible to continue work and plan to attend the following academic term. For example, a student who graduates the end of Spring term would not be eligible to work during the break between Spring and Summer term.*

Can I work more than one campus job?

No. The intent and purpose of student employment at Columbus State is that students maintain only one position so that opportunities are open to as many students as possible and that hired students get the fullest learning experience.