

# SERVICE DESK 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](mailto:madison.morgan@montcalm.edu). Please make sure you list what **position(s)** you are applying for on your application.

## Service Desk Work Study

Service Desk Work Study will assist student and staff with IT needs. The successful candidate should be comfortable with computers and technology, dependable, detail oriented, a self-starter, possess good communication skills, and have a clear understanding of confidentiality.

Up to 25 hours a week is available at \$11.50 / hour.

**\*\*Work-Study students must have a completed a 2024-25 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.

Please keep in mind if applying for work study, you must be eligible for federal funds. This means if your (SAP) Satisfactory Academic Progress is terminated you are not eligible to be a work study employee. If you are on an academic plan you may not be eligible unless you are meeting your academic plan standards. Please reach out to the financial aid office with any eligibility questions or concerns.

