



Off-Campus Work Program



University of St Thomas
Office of Scholarships and Financial Aid
3800 Montrose Blvd.
Houston, TX 77006
(713) 525-2170
<http://www.stthom.edu/financial>

What is the College Work-Study Program?

The Work-Study Program is designed to offer students with financial assistance while providing some work experience.

The program is funded from three sources:

1. The Federal Government (Federal Work-Study Program)
2. The State (Texas Work-Study Program)
3. The University Student Employment Program

Students who demonstrate financial need may qualify for Federal or Texas Work-Study awards. Students apply through the Financial Aid office and are notified of the amount of Work-Study awarded prior to the beginning of each semester. They then seek employment on campus or off-campus with participating non-profit organizations and are paid wages up to the amount awarded.

Students who do not qualify for Federal or Texas Work-Study may still qualify for the University Student Employment program. All they have to do is seek student employment on campus.



Where can students work?

Most student employment is found on campus. Students may inquire directly with a department for a possible opening or they may browse Career Service's online job posting website.

Students who qualify for the Work-Study Program may also seek employment off-campus through the Community Service Work-Study Program. This program places UST students with not-for-profit agencies in and around the city of Houston. This is a great way to earn wages while helping another organization. The Office of Scholarships and Financial Aid coordinates employment opportunities with the Community Service Work-Study Program. A list of participating organizations will be available at the Office of Scholarships and Financial Aid or via their online website.

Why participate in the Off Campus Work-Study Program?

The University of St. Thomas funds 100% of Off Campus Work-Study wages up to \$7.00 per hour. Participating Community Service Work-Study organizations can benefit greatly by having a Work-Study student assist them at no charge to the organization.

Frequently Asked Questions

Q. What is required to be a participating Community Service Work-Study organization?

A. *The organization must be a not-for-profit agency and must sign and return the Off-Campus Agreement for approval to the Office of Scholarships and Financial Aid.*

Q. How will the Work-Study students be informed of available positions in the organization?

A. *Each participating organization will be required to submit a job description for each position available. Once the Office of Scholarships and Financial Aid receives the job description, it is then posted online via the Career Services & Testing Center website where it is made available to Students for browsing.*

Q. I have a Work-Study student that I would like to hire, what do I do next?

A. *The Work-Study student will need to pick up a Work-Study Employment Form from the Office of Scholarships and Financial Aid and provide it to the organization to be completed. Once the form is received by the Office of Scholarships and Financial Aid, the student will visit the University's Human Resource department where they will fill out the paperwork that will place them on our payroll.*

Q. What will be required from the organization?

A. *The organization's representative that will be supervising the Work-Study student(s) will be required to sign off on provided timesheets to confirm hours worked.*



Q. When are Work-Study students required to submit timesheets?

A. *The University's Human Resource Department will provide the student a pay period schedule which will list, in detail, the dates when a student will need to turn in a timesheet as well as dates when the student will be paid.*

Q. What is the maximum hourly rate a Work-Study student can be offered?

A. *A Work-Study student can earn anywhere from minimum wage to \$7.00 an hour, the organization may designate how much a student can earn per hour depending on the difficulty of the job.*

Q. Can an organization offer a Work-Study student more than \$7.00 an hour?

A. *The University of St. Thomas will only pay 100% of wages up to \$7.00 an hour. If the organization is willing to offer the student a higher wage, the agency will be responsible for paying the difference from their own funding.*

Q. What happens if an organization does not fill a position?

A. *Unfortunately, it is up to the Work-Study student to make the initial contact. The organization may want to consider making the job description more appealing to students by offering more than \$7.00 an hour to compete with on-campus positions which do not require transportation.*

Q. What happens when the Work-Study student exhausts their College Work Study Award?

A. *Once the student has exhausted their entire Work-Study award they will be contacted and must stop working or if the organization wishes to keep the student on their payroll, the organization will be responsible for student wages from that point forward.*

Q. How many hours maximum can a Work-Study student work per week?

A. *A Work-Study student can work a maximum of 39 hours a week. However, it is recommended a student works an average of 20 hours a week so the student does not run out of funds before the end of the academic year.*

Contact List

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