

# Steps to Apply For Work Study Positions



Computers are available for use in the Career Center located in the Administration Building Room A-114

**\*\*Once you have received your Award Notification and you have been awarded work study you can begin to apply for work study positions\*\***

Step 1: View available jobs online:  
[www.riohondo.edu/students/financialaid/](http://www.riohondo.edu/students/financialaid/)



Step 2: Click on Work Study Positions link

Step 3: View the available positions and select one that meets your major or interest

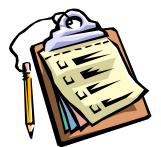
Step 4: Download the "Work Study Student Employment Referral Request"

Step 5: Complete the Work Study Student Employment Referral Request by listing the job position of interest and submit to the Office of Financial Aid



Step 6: If you meet all eligibility requirements, you will receive all the information needed in order to contact the supervisor for a job interview. Federal Work Study students must meet the Satisfactory Academic Progress (SAP) standards as determined by RHC Office of Financial Aid

Step 7: If hired, you will return to the Office of Financial Aid to complete all required paperwork before you can begin to work



Step 8: As soon as your paperwork is approved, your supervisor will notify you when you can begin working!