

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **2080 REQUEST FOR COLLEGE WORKSTUDY STUDENTS**

Requests for workstudy are made to the Financial Aid office. A job description must be completed by the supervisor which will be added to a jobs list. The jobs list will then be made available to students interested in workstudy. It will be the student's responsibility to contact the supervisor for an interview. It will be the supervisor's responsibility to interview interested students and make a selection to hire a workstudy student. Employees may not hire or supervise students under the work study program who are their family members.

Date of Implementation:	5/27/04
Date of Adoption:	6/2/04
Date & Subject of Revisions:	01/05/09 Reviewed
	3/09/10 Reviewed
	02/22/11 Reviewed
	02/29/12 Revised
	02/12/13 Reviewed
	03/04/14 Reviewed
	02/03/15 Reviewed
	02/16/16 Reviewed
	02/16/17 Reviewed