

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2080 REQUEST FOR COLLEGE WORKSTUDY STUDENTS

Requests for workstudy are made to the Financial Aid office through an online process on the web page under Financial Aid, Student Employment. Supervisors create a job description which the financial aid office will review, publish, and post to the online Student Employment Portal. Students will review and apply for positions online through the Student Employment Portal. This is an automated process and 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
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	02/16/18 Reviewed
	03/22/19 Reviewed
	02/14/20 Reviewed
	03/30/21 Revised