

# COMMUNITY WORK STUDY @ ROCKHURST UNIVERSITY

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## About Community Work Study:

The Federal government believes it is so important for college students to be civically engaged and to help youth with literacy and strengthening basic skills that a certain percentage of Federal work study is set aside for this important work.

Through the Community Work Study program, students are employed by the Rockhurst University work study program but actually perform the work at an area school or youth-serving non-profit organization. Students may work as a tutor helping with homework and basic skills; lead arts and crafts activities; mentor youth in character-building programs or assist with after-school programming.

## How Community Work Study works:

Community Relations and the Center for Service Learning recruit students who are eligible for Federal work-study and are interested in working in the community. Students must complete their work-study paper work and have an interview at Rockhurst. Students are given their choice among the community partner organizations participating in Community Work Study. After the interview, the Community Work Study students are given contact information and next steps specific to the organization.

Each time RU students work at the organization, they should log their hours. RU students will ask their community supervisor to sign a form each month that verifies the hours the students worked. The students have a time card which Community Work Study administrator will sign, when students initiate it and hand in a signed verification of hours worked form, at the end of each pay period. The students hand in their time cards to Financial Aid – the pay periods are listed on the back of the time card.

## Contacts:

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