



[Home](#) [About SWTJC](#) [Admissions](#) [Academics](#) [Student Life](#) [Directory](#)

Search

Academics Menu

- [Calendar - Academic](#)
- [+ Campus Technology](#)
- [+ Course Descriptions](#)
- [+ Distance & Off-Site Education](#)
- [+ Financial Aid](#)
- [Library](#)
- [+ Majors and Programs](#)
- [+ Outreach](#)
- [Registrar & Admissions Schedules](#)
- [Transferring](#)
- [Testing & Assessment Center](#)
- [Workforce & Continuing Ed](#)

Work Study

The Federal College Work-Study Program (FCWSP) is an employment program that provides on and off campus work experience opportunities for students while gaining an education. The FCWSP is awarded on a first-come, first-served basis, depending on your financial need. The average Work-Study award is \$2100 per year (fall-spring). Funding for FCWSP is awarded at the beginning of the school year to eligible students until the funds are exhausted.

Awarding Work-Study and Eligibility Requirements:

If you are interested in applying for the work study program you must complete the Free Application for Financial Student Aid (FAFSA).

To be awarded FCWSP you must show financial need. All eligibility for the FCWSP Program is based upon your Expected Family Contribution (EFC), which is determined from the submitted FAFSA. You will be notified of your eligibility for FCWSP in the Financial Aid Award Letter that is mailed to you at the beginning of the school year.

[Complete a FAFSA Online](#)

SWTJC school code: 003614

Work-Study Rules and Restrictions:

- Federal Work-Study students' work hours are limited to a maximum of 12 hours per week.
- A student cannot earn more than the amount of his or her award.
- A student must be making [Satisfactory Academic Progress \(SAP\)](#) toward a degree in order to be eligible for financial aid.
- Students must be enrolled for 6 credits or more per term to be eligible for FCWSP.
- Work-Study awards are subject to change or cancellation. Violations of any work-study rules or changes in any aspect of a student's financial aid file may result in reduction or loss of that student's award.

Locating and being hired for a job:

The available work-study job positions are listed below. Contact the supervisor listed for the position you are interested in. You can choose to interview for several positions, but you should only accept one FCWSP job. Once you have received notification that you have been hired, your supervisor will provide you with forms that will need to be completed prior to your first day of work.

Once you are hired there are several compliance requirements:

- Your supervisor will be able to provide you with an Authorization Form.
- You must sign and date your Authorization Form and have your supervisor sign and date it.
- Your supervisor must also enter the name of the department and account number.
- The Authorization Form will need to be submitted to the Payroll Office prior to your first day of employment. The payroll department will supply you with W-4 and I-9 forms. These documents along with acceptable forms of identification must be completed prior to receiving your first timesheet.

Pay Scale:

FCWSP is a yearly award and divided equally into two separate amounts per semester (Fall and Spring). Currently, the minimum wage for Federal College Work-Study Program is \$7.25 per hour. Students are paid monthly and paychecks may be picked up at the Payroll Office.

It is the responsibility of the student and the department to monitor the amount of earnings received by the student. The student employment and payment may not exceed the yearly award.

Work-Study Job Listings:

Please contact supervisors for any openings & questions

Uvalde Campus

Auto Mechanics
Working in the tool room
Joe Garcia
1 Position

Business Division
Clerical positions, knowledge of office equipment and office procedures
Connie Buchanan
2 Positions

Business Office
Clerical positions, knowledge of office equipment and office procedures
Irma Garcia
2 Positions

Central Telephone

Alma Ruiz
1 Position

Child Development Center

Working with children at the daycare center various duties and responsibilities
Maggie Servantes
5 Positions

Counseling

Clerical position, knowledge of office equipment and office procedures
Savanna Hernandez
1 Position

Financial Aid Department

Clerical position knowledge of office equipment and office procedures
Juli Alvarado
3 Positions

Instructional Services

Supervise classes given over video conference, operation equipment
Dave Sprott
5 Positions

Library

Clerical position, shelving books
Marcelino Alderete
5 Positions

Outreach

Clerical knowledge of office equipment and procedures
Margot Mata
1 Position

Physical Education Department

Answering phone, distribute equipment, maintain weight rooms, lifeguards
Landra Fowler
5 Positions

Print Center

Clerical, stocking supplies operate printing equipment.
Fela Garza
1 Position

Registrar's Office

Clerical position, knowledge of office equipment and office procedures
Luis Fernandez
3 Positions

Student Recruitment

Clerical knowledge of office equipment and procedures
Damacio Sanchez
1 Position

Testing Center

Clerical knowledge of office equipment and procedures
Melissa Deleon
1 Position

Transportation

Driving vans and/or buses (must have valid drivers license)
Julio Castro
6 Positions

Del Rio Campus

Registrar's Office

Clerical position knowledge of office equipment and office procedures
Linda Juarez
1 Position

Library

Clerical position, shelving books
Sandy Columbo
5 Positions

Instructional Services

Supervise classes given over video conference, operating equipment
703-1500
5 Positions

Eagle Pass Campus

Registrar's Office

Clerical position knowledge of office equipment and office procedures
Delia Esquivel
2 Positions

Library

Clerical position, shelving books
4 Positions

Instructional services

Supervise classes given over video conference, operating equipment
758-4109
5 Positions

Crystal City Campus

Instructional Services

Supervise classes given over video conference, operating equipment

374-9963

2 Positions

Front Office

Clerical position knowledge of office equipment and procedures

Clarissa Zepeda

2 Positions

[Home](#) | [About SWTJC](#) | [Admissions](#) | [Academics](#) | [Student Life](#) | [Directory](#)

Copyright © 2015 Southwest Texas Junior College | [2401 Garner Field Road, Uvalde, Texas 78801](#) | (830) 278-4401 | [Click here](#) to contact the Web Ninja | [Group M7 Design](#)