
Mohave Community College Student Employment Programs

MCC provides many part-time work opportunities for students in Federal Work Study (FWS). Employment is available in a variety of campus jobs, including office clerks, science lab assistants, custodial crews, library helpers, library/computer lab assistants, and many others. Students are encouraged to participate in community service jobs such as reading tutors for children, mathematics tutors for children, or in a family literacy project.

FWS is a Title IV federal student aid program funded by the U.S. Congress through the U.S. Department of Education. MCC is allocated campus-based funding each year, which includes funding for FWS, based on a federal formula. MCC is required to follow federal regulations and institutional policies and procedures that govern the FWS program. Many of these requirements are listed under the minimum employment eligibility criteria below.

Minimum employment eligibility requirements include, but are not limited to:

- Student employees must be enrolled for at least six (6) credit hours. A student may begin earning his/her FWS award before the start of a semester if enrolled for the upcoming semester. If not enrolled, the student may file an intent to enroll statement with the financial aid office.
- Students employed through the summer term must be enrolled in that summer term.
- Student employees must be maintaining satisfactory academic progress (SAP) as defined in the link to the right. Failure to meet SAP requirements will result in termination.
- Student employees must continue to meet the Title IV requirements of an eligible student to work under the FWS program. Failure to meet the eligible student definition will result in termination.
- Student employees must complete all required employment paperwork before beginning to work.
- Student employees cannot work on a volunteer basis at a job for which they are normally paid.
- Student employees may not work more than one work-study job and employment may not exceed 20 hours per week maximum at any time.
- Student employees will be paid bi-weekly with time sheets due on alternating weeks. Time sheets must be signed by the student employee and the employee's supervisor.
- Students who have been awarded and accepted FWS are eligible for student employment. A job must be secured 21 days after accepting an FWS or award or that award will be cancelled.

- Student terms of employment are specified in the student employment contract. In general, student employment begins the first day of the fall semester and ends a week following final exams, or when the student has earned his/her work study award, whichever comes first.
- Student wages are established by college policy and are advertised on the student work-study site in the job descriptions. Students will be paid at least the federal minimum wage. No fringe benefits are available to student employees.
- Student employees must not displace employees or impair existing service contracts.
- Student employees must not be involved in constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.