

Steps to Apply for a Student Work Study Position at Lake Michigan College

1. Go to the LMC Work Study <https://www.lakemichigancollege.edu/home/become-a-student/financial-aid/student-employment-work-study> and open the Work Study Application form.
2. The form is fillable. At the top of the application page click on View and Edit Document so you can type in your information. Save the form to your own directory or the computer Desktop.
3. Go to www.collegecentral.com/lakemichigancollege and click on the student box in the bottom left hand corner.
4. Create an account and upload your application when is asks for a resume. For assistance in using the College Central Network system please contact Debbie Gillespie, the Director of Workforce Outreach at gillespie@lakemichigancollege.edu.
5. You will receive an email when your application has been approved and then you can go back into College Central to search for jobs using the “**search your school’s jobs**” link on the upper left side of the webpage. *When searching for positions, be sure to check the box for **WORK STUDY**.*
6. If you find a work study position that interests you, click “Apply” and your application will be sent to the supervisor.
7. The supervisor will review your application to determine whether or not you meet the criteria for the job. If the supervisor would like to interview you, s/he will contact you via the contact information on your application.
8. If you are offered the position, the supervisor will have you complete your section of the Student Employment Authorization form.** S/he will complete the supervisor section and forward it to the Financial Aid Office. A work study authorization generally takes 5 days or more so you cannot begin working immediately. The Payroll Office notifies the supervisor when you may begin.

**If you have not worked as a student employee before, there is additional paperwork to complete. Your supervisor will give you the work study employment packet and you will come to the Financial Aid Office to complete the I-9 form.
9. For work study questions, please contact Carla Bender the Financial Aid Office at 269-927-8112 or cbender@lakemichigancollege.edu,

Note: Official information regarding your work study is communicated through your LMC email. Please be sure you have access to and that you check your LMC email account.

