

# STUDENT EMPLOYMENT

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## Types of Employment

**Work-Study** is a need-based award offered by the Financial Aid & Scholarships Office, making it easier for students with financial need to find a part-time job and earn money to help pay for educational expenses. The program encourages community service work and work related to the recipient's course of study. Work-Study positions are funded solely by the work-study award through your financial aid package. To be eligible, all students must:

- Complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov> (<https://studentaid.gov/>);
- Be accepted into a degree program;
- Be enrolled at least half-time each semester (at least 6 credits for undergraduate students and at least 3 credit hours for graduate students);
- Submit a Work-Study Request Form at <https://www.cuanschutz.edu/student-finances/financial-aid/forms> (<https://www.cuanschutz.edu/student-finances/financial-aid/forms/>).

**Student Hourly** positions are on-campus positions funded by a university department's budget. Work-study and/or financial aid is not required for this type of employment. All hourly students must be enrolled in some credit-earning capacity during the semester in which you are employed.

**Regular Hourly** positions are offered by businesses in the surrounding community, and are not affiliated with the university. Work-study and/or financial aid is not required for this type of employment. All students, regardless of enrollment or financial need, may apply for these positions.

## Student Employment Policies

After gaining employment, it is the sole responsibility of every student employee (work-study & hourly, on or off-campus) to read and understand both the Student Employment Policy and Student Employee Information and Policy sections of the Student Handbook at [https://www.ucdenver.edu/docs/librariesprovider41/student-employment/student\\_hourly\\_employment\\_handbook.pdf?sfvrsn=8e3963ba\\_6](https://www.ucdenver.edu/docs/librariesprovider41/student-employment/student_hourly_employment_handbook.pdf?sfvrsn=8e3963ba_6)

If a student employee does not understand or has questions regarding any portion of the Handbook, please talk with a department supervisor or contact the Student Employment Office at: [StudentEmployment@ucdenver.edu](mailto:StudentEmployment@ucdenver.edu) ([studentemployment@ucdenver.edu](mailto:studentemployment@ucdenver.edu)) or (303) 315-1842.

Please visit our Student Employment website at <https://www.cuanschutz.edu/student-finances/student-employment> (<https://www.cuanschutz.edu/student-finances/student-employment/>) for additional information.