

**_UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
STUDENT EMPLOYMENT OFFICE
200A KING BUILDING**

June 4, 2009

Dear Federal Work Study Student:

If you have been awarded, and have accepted, Federal Work Study (FWS) funding for 2009-2010 academic year; as a recipient of this award, you will have an opportunity to obtain employment in one of the many departments/offices on campus. Please read the following instructions carefully to learn more about the processes you will need to follow in order to obtain a Federal Work Study position.

NEW FEDERAL WORK STUDY STUDENTS

If you will be seeking employment as a FWS student for the first time at UNC Charlotte, you are **REQUIRED** to attend **ONE** of the FWS Orientation Sessions listed on the back of this letter. The orientation sessions will begin **Friday August 28th**. During this session, you will be informed of the policies and procedures pertaining to the Federal Work Study Program. It is **MANDATORY** that you attend one of these orientation sessions and receive a FWS appointment form **BEFORE** contacting offices/departments to discuss employment possibilities. You do not have to sign up in advance.

Sessions last approximately one hour in length and begin **PROMPTLY** at the established times. If you arrive after the session has already begun, you may be asked to leave and attend another session. **NOTE:** The Orientation Sessions are for **NEW** FWS students **ONLY**.

To assure our compliance with governmental regulations, you **MUST** bring two forms of identification. One must be: a valid driver's license/ID card and the other must be one of the following: social security card, birth certificate, permanent resident card, or US passport in order to establish your work authorization in the United States. Please bring the aforementioned documents to your orientation session so that you will be able to complete all required employment forms. **NOTE:** Until these forms have been completed, you **WILL NOT BE ELIGIBLE** to work on campus.

HOW TO FIND A JOB

The Student Employment Office has a website that lists information regarding available job vacancies and other helpful information regarding on-campus employment. Please review the job postings, at your convenience, so you can become familiar with the different types of positions that will be available during the fall semester. Our website can be accessed at the following address:
<http://www.hr.uncc.edu/students.htm>.

Note: If you have **NOT** secured a FWS position by Friday October 23rd; your FWS funding will be **CANCELLED** for the year by the Financial Aid Office.

If you have any questions, please feel free to contact me at (704) 687-2069.

Sincerely,

Tracy Worthey
On-Campus Student Employment Coordinator
200A King
704-687-2069
704-687-3239(fax)

ORIENTATION SCHEDULE FOR **NEW** FEDERAL WORKSTUDY STUDENTS
PLEASE CHOOSE **ONE** OF THE FOLLOWING ORIENTATION SESSIONS TO ATTEND
(All sessions will be held in the Cone University Center)

Friday (Location changed)	August 28 th , 2009	11am	Cone 210
Tuesday	September 1 st , 2009	3pm	Cone 112
Tuesday	September 8 th , 2009	4pm	Cone 210
Thursday	September 17 th , 2009	3pm	Cone 112
Wednesday	September 23 rd , 2009	11am	Cone 112
Monday	September 28 th , 2009	3pm	Cone 112
Thursday	October 8 th , 2009	1pm	Cone 111
Wednesday	October 21 st , 2009	11am	Cone 112

THINGS TO REMEMBER

To work on campus you must bring a photo ID and one of the following documents: Social Security card, Birth Certificate, Permanent Resident card, or US Passport.

Jobs are posted online at <https://jobs.uncc.edu> click on the 'view Federal Work Study Vacancies' for current openings.

Read the job description and follow the directions in the 'Contact Information' box to apply to the position.

New students cannot work or receive payment, until they have attended one of the above scheduled orientations.