

Institutional Work Study General Conditions, Terms, and Process

Institutional Work Study (IWS) positions are based on available funds. Students may complete an application in the Human Resources Office for consideration of any Institutional Work Study position. Departments who have funding for Institutional Work Study positions may review the applications for consideration of interviews. Students will be contacted by the department or the Human Resources Office for an interview. After the candidate has been selected for the position, the Payroll Office will be notified by submission of a Personnel Requisition. The student will then receive paperwork from the Payroll Office to complete and return.

Timesheets will be submitted to the Payroll Office by the third working day of the month and payments are made on the 15th of the following month.

Job openings will be posted on SAU Tech's employment webpage:

<http://www.sautech.edu/employment/>.

For any questions regarding IWS, please contact the Human Resources Office at 870-574-4481.