



**2023-2024**

# Work Study Position Description

3028 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax (360)752-7151 • FinAid@BTC.edu

Department: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Bellingham Technical College  
Address: 3028 Lindbergh Ave. Bellingham, 98229

Site Supervisor Phone: (360) \_\_\_\_\_ - \_\_\_\_\_  
Supervisor Phone: (360) \_\_\_\_\_ - \_\_\_\_\_  
Site Supervisor/Lead: \_\_\_\_\_  
Site Supervisor Signature: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_

## Schedule Guidelines:

Work Study students may not exceed the award.  
Most awards accommodate 10 hours per week dependent upon the student's Federal Budget.

10 minute break per 3+ hr shift.  
After 5hrs, ½-hour lunch required.

## I. EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:

## II. SUMMARY OF JOB:

**III. MINIMUM QUALIFICATIONS:**

**IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:**

**V. TYPICAL EQUIPMENT USED:**

**VI. PHYSICAL REQUIREMENTS:**

|                  |  |                             |  |                     |  |                                   |  |
|------------------|--|-----------------------------|--|---------------------|--|-----------------------------------|--|
| Sitting:         |  | Walking:                    |  | Bend at waist:      |  | Crawling:                         |  |
| Standing:        |  | Climbing Ladders<br>Stairs: |  | Kneeling/squatting: |  | Reach above shoulder:             |  |
| Pushing/pulling: |  | Lifting (up to 50 lbs.):    |  | Carrying:           |  | Repetitive arm/hand<br>movements: |  |

**VII. ADDITIONAL NOTES/:**

\*\*\*\*\*Financial Aid Office Use Only\*\*\*\*\*

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_ Rate of Pay: \$ \_\_\_\_\_/hour

Job Class Code: WS \_\_\_\_\_ Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

Compensation & Work Schedule:

Effective \_\_\_\_\_, the hourly pay rate is \$ \_\_\_\_\_.

Additional benefits include some paid sick leave in accordance with Washington State law and Initiative I-1433. Sick leave is accrued at 1 hour for every 40 hours worked. Employee Assistance Program (EAP), a free counseling & referral program. Potential flexible schedule. No additional benefits.