



University of Colorado at Boulder

Office of Financial Aid/Student Employment

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Dear Work-Study Recipient:

You have been awarded work-study as part of your financial aid package for the 2010-2011 academic year. This packet will provide you with information about the College Work-Study Program and specific job information from many work-study employers who are hiring for the 2010-2011 academic year. This service is provided by the Office of Student Employment and Financial Aid in order to assist you in obtaining a work-study job.

The College Work-Study Program is a Federal or State subsidized program that enables you to find a job to help pay for your educational expenses. Students work an average of ten to fifteen hours a week, depending on their work-study award, pay-rate and class schedule. **Unlike other types of financial aid, work-study earnings will not appear on your tuition and fee bill.** Instead you will be paid bi-weekly and your earnings will be directly deposited into your savings or checking account.

Included in this packet are lists of job announcements from on-campus (green list) and off-campus (blue list) employers who want to hire work-study students. This list is not exhaustive; additional work-study positions can be viewed on the Student tab in the MyCUInfo portal at <https://MyCUInfo.colorado.edu>, under the Finance section, on the Student Employment tab. Job listings are updated nightly, so please be sure to keep checking the job postings. You will not be able to view the jobs in MyCUInfo until you have confirmed your enrollment with the University.

You may begin your academic year employment as early as August 08, 2010 and must **begin working by October 1, 2010**. If you do not start working by this date, or if you are having trouble finding a job, please contact us to avoid cancellation of your work-study award for the academic year.

What to do next:

- Review the enclosed job listings and identify those positions that interest you.
- Email or mail a completed on or off-campus Employment Preference Form to each employer for whom you want to work, as soon as possible. If you mail your preference form by postal mail, the form may reach the employer after they've already hired a student so we recommend email if at all possible.
- Contact multiple employers. All employment opportunities are offered on a competitive basis. Completion of a Preference Form does not guarantee that you will be offered a job. It does, however, give you a head start toward finding employment for the upcoming academic year.
- If needed, make additional copies of the Preference Form, either by copying the enclosed blank form or going on-line to <http://www.colorado.edu/studentemployment/mailing> to print more forms.
- You should hear from the employer(s) soon after they receive your Employment Preference Form.
- Continue to review updated job listings in MyCUInfo and contact any additional employers directly.
- If you are not planning to attend the University of Colorado at Boulder, please indicate this on the form and return it to our office.

For your convenience, we have also enclosed an information sheet on the work-study program. If you have any questions regarding the work-study program, please do not hesitate to call us at 303-492-7349 or stop by and visit.

Sincerely,
The Office of Student Employment

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