



## APPLYING FOR A COLLEGE WORKSTUDY JOB AT TRINITY VALLEY COMMUNITY COLLEGE

Trinity Valley Community College uses a College Workstudy application process called **College Works by Web**. This makes it faster and easier to apply for jobs because it is on the WEB! Yes, this means that you can log in early in the morning or late at night! Keep in mind, this only changes the way you turn in your application, not the receipt of documentation and forms that Financial Aid requires to get you paid! You must complete the FAFSA application and have a PROCESSED financial aid file in the Financial Aid Office (FAO) to qualify for College Workstudy.

The jobs available are posted, so to apply for eligibility for the College Workstudy program, log into the website below and follow these **step-by-step instructions**:

**Go to:** <https://cww.tgslc.org/tvcc/genlogin.asp>

1. Select "STUDENT SIGN UP NOW" – here you will be entering your full information (you must complete each line for financial aid purposes).
2. You will be prompted to update your Skills and Experience – please be detail-oriented, as if you are submitting a resume.
3. Select "DONE" (only after entering all information).
4. You have now registered and will have the option of viewing the posted positions. However, you must receive clearance from your FAO to become eligible to apply for a job. Your FAO will review (at least 3 times per week) students who have signed up through this process.
5. Once the FAO has determined your eligibility, go back into the above website and you will see: "Your TG CollegeWorks By Web™ Approval Status: Eligible-Federal Work Study (What's this?)" This means you are eligible for workstudy & now you can apply for a specific job. In order to allow all students to have the ability to select the one that he or she is most interested in, you may choose only one! The supervisor (department) will receive your "resume" & will determine who is to be interviewed and/or hired. *Please give the supervisor up to 5 working days to contact you after applying for a job.*
6. If you are hired, you will receive communication from the FAO via email; therefore, it is important that you keep your email address updated at all times on your profile on the College Works website. If, you are not hired, your status will be changed back to eligible, which will allow you to apply for another position.
7. If you are hired, you will need to visit the Personnel Office in Room AD 214 of the Administration Building to receive a hiring packet.