



Dear Employer:

Thank you for your interest in the Columbia Basin College State Work Study Program. Each State Work Study student has been awarded money as part of their financial aid package which they may use to offset their educational expenses. Students who use this award are required to work with an employer who will provide on-the-job training and/or experience within the student's area of study. In return for this learning experience, the employer is reimbursed a certain portion of the student's salary until the total reaches the amount of the student's award. It is important to understand, however, that work study students may not be hired to replace any permanent full-time or part-time positions in your organization and are limited to work a 19-hour work week.

All employers wishing to hire a State Work Study student need to hand deliver or mail the original completed Employer Contract, Employer Profile, Job Description, and Tax Information Sheet to Columbia Basin College Financial Aid and Student Employment. Completing these forms is simply a part of the procedure: it does not obligate, nor guarantee that a State Work Study student will be placed in your employ.

To assist Financial Aid and Student Employment in finding possible CBC Work Study candidates, please complete a job description form for each position to be potentially filled by a State Work Study student meeting the necessary eligibility. Again, this does not obligate nor guarantee employment. This form will simply inform our office of the criteria you desire for the position and assist us in identifying potential State Work Study candidates for you to interview. The completed job description form can be faxed to (509) 547-3673.

Thank you for your interest in the State Work Study Program. If you have any questions please don't hesitate to call me at (509) 542-4875.

Sincerely,

A handwritten signature in black ink that reads "Kamara Brooks".

**Kamara Brooks, Program Coordinator
State Work Study Program
Financial Aid and Student Employment**

Enclosures