

## Working for NECI while in School?

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### Federal Work Study:

It is New England Culinary Institute's policy that if a position is Federal Work-Study (FWS) eligible, then the supervisor should fill the job with a FWS eligible student. IF you are interested in learning more about Federal Work-Study (FWS), you will need to set up a meeting with the Coordinator of Student Services:

#### Eligibility Requirements:

- You must have a complete financial aid file. This includes all required forms and documents in addition to completing and submitting a FAFSA; a second year student must be academically complete (70%) of first year.
- Must also have completed and filed a valid I-9 and W-4 with the Human Resources Payroll Department.
- Must complete an application for FWS eligibility with the Coordinator of Student Services (at 7 School Street).
- When eligible you and your supervisor must communicate all new hires with the Coordinator of Student Services.

The following is a sample of FWS jobs. Jobs are available once students are on campus. Available positions are communicated via student e-mail:

Positions	Pay Rate/Hr
Food Bank Volunteer	\$ 10.00
Library Assistant	\$ 9.15
Office Assistant	\$ 9.15
Peer Tutor	\$ 9.15
Resident Advisor	\$ 10.00
Student Activities Assistant	\$ 9.15

After you have arrived on campus and you are enrolled as a NECI student you may inquire to determine whether or not you are Federal Work Study eligible. If you are interested in learning more about FWS positions please contact by e-mail at [Student.Services@neci.edu](mailto:Student.Services@neci.edu)