

## Applying for an on-campus Federal Work-Study job!

Federal Work-Study jobs give students an opportunity to earn money at a part-time job on campus during the academic year to help pay education expenses. A student's work experience can be fun, rewarding and can give students an opportunity to gain critical skills to improve marketability for future employment openings. Opportunities exist in most departments on campus. If you would like to work part time during your college career use the following list that provides you with the contact information for the MCC departments that employ Federal Work-Study students with on-campus jobs.

Department		Location	Phone#
	Advisement and Transfer Services	1-231	292-2400
	Admissions	1-211	292-2200
	Administrative Services	1-308	292-2186
	Administrative Offices - Downtown Campus	402	685-6001
	Applied Technologies	23-ATC	292-3725
	Athletics	10-134	292-2088
	Building Services	3-174	292-2593
	Biology	8-224	292-2720
	Bookstore – Brighton Campus	3-123	292-2020
	Bookstore – Downtown Campus	1 <sup>st</sup> Floor	685-6006
	Campus Events	3-120	292-2010
	Campus Life - Downtown Campus	218	685-6112
	Career & Veteran Services	3-108	292-2248
	Chemistry/Geosciences	7-119A	292-2399
	Childcare Center	22-103	292-2640
	Controller's Office	6-110	292-2151
	Education and Human Services - Downtown Campus	674	685-6008
	Educational Opportunity Program (EOP)	3-101	292-2028
	Engineering Science and Physics	8-632	292-2001
	Engineering Technologies	8-626	292-2002
	Enrollment and Financial Services- Downtown Campus	210	685-6130
	ESOL/Transitional Studies– Brighton Campus	11-261A	292-3138
	ESOL/Transitional Studies- Downtown Campus	374	292-3138
	Executive Dean's Office - Downtown Campus	402	685-6006
	Facilities	21-210	292-2800
	Financial Aid Office	1-231	292-2083
	Global Education & International Services	11-208	292-3170
	Health and Physical Education Department	10-114	292-2849
	Health Services	3-165	292-2018
	Hospitality	3-155	292-2047
	Horizons MCC- Downtown Campus	674C	685-6212
	Housing and Residence Life	Canal Hall	292-3674
	Library	2-200	292-2665
	Library- Downtown Campus	440	685-6005

Mail Services	1-103	292-2269
Marketing & Community Relations	1-313	292-3015
Mathematics	8-510	292-2036
MCC Foundation	29-MCCF	292-3680
Orientation and First Year Experience	1-211	292-2433
Printing Services	3-168	292-2520
Purchasing	21-108	292-2080
Public Safety	21-140	292-2900
Registration and Records	6-203	292-2300
Single Stop at MCC- Downtown Campus	310 E	292-6244
Sodexo-Dining Services	3-213e	292-2513
Student Engagement Center/Student Services- Downtown Campus	310	685-6002
Student Life and Leadership Development	3-126	292-2532
Student Services– Brighton Campus	2-460	292-2052
Testing Services	6-207	292-2286
Tutoring and Academic Assistance Center– Brighton Campus	11-211	292-3396
Tutoring and Academic Assistance Center– Downtown Campus	440	685-6202
Visual and Performing Arts	6-209	292-2047
Web Communications Marketing & Community Relations	1-313	292-3008

In order for students to create a professional impression and be better equipped when they are interviewed for a FWS job, we recommend that they prepare a resume and cover letter. You can visit the Career and Veteran Services office located in Building 3 Room 108 at the Brighton campus to get advice on how to create your resume and cover letter or go directly to their website at <u>https://www.monroecc.edu/depts/careercenter/career-services/</u> for more information and tips.