

Welcome to Wake Forest University!

You have been awarded a Federal Work-Study position as part of your financial aid package. Federal Work-Study is a federally subsidized work program that enables students to earn money from a part-time job while in school. Most students that participate in this program work approximately 10 hours per week with an average pay rate of \$7.25 per hour. Studies have shown that students in the Work-Study program are not hindered by work time, but actually excel academically due to better structuring of their day with scheduled times for classes, study, and work.

The total dollar amount of your Federal Work-Study award dictates the amount of money you may earn for the academic year. Students are paid monthly for actual hours worked; therefore, **this portion of the financial aid package is not subtracted from the total bill.** Students are not required to work the entire amount awarded, however, they need to commit to a set schedule with their supervisor at the beginning of the year so that departments are aware of how many hours on which they can depend for assistance per week.

Most positions are located on campus in academic or administrative departments. There are, however, special opportunities to work in Community Service, America Reads, and Wake Forest School of Medicine. These options offer a great experience, community involvement and resume building. Community Service positions involve working in the community in non-profit agencies such as the American Red Cross, Big Brother/Big Sister and the Ronald McDonald House as well as other agencies. America Reads is a program that allows students the opportunity to tutor elementary students in reading and math. Students must provide their own transportation in order to be employed in the Community Service and America Reads program. Wake Forest University School of Medicine is our very own medical school that is located a short distance from campus. These positions are limited and involve laboratory responsibilities and possible research opportunities. Students have to go through an interview process at the Medical Center, therefore jobs are not guaranteed. There is a shuttle that runs between the Wake Forest campus and the Medical Center that students may use.

You may send an email message to me at [myersla@wfu.edu](mailto:myersla@wfu.edu) indicating your job preferences or you may return the form on the next page by mail to P.O. Box 7246 Winston-Salem, NC 27109. **If you choose to e-mail your preferences, please include all the requested information from the preference form.** Job assignments are made on a first come, first served basis. Assignments and other pertinent information will be mailed to you at your home address in early August.

We look forward to working with you this year!

*Lisa A. Myers*

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Student Employment Coordinator

Listed below are the available jobs for work study students during the 2011-2012 academic year. Please complete the form by indicating as many job preferences as you like, in order – 1 being your 1<sup>st</sup> choice. You will be placed in a position according to your preferences and job availability at the time your form is received.

**FULL NAME:** \_\_\_\_\_ **WFU ID:** \_\_\_\_\_

**EXPERIENCE OR JOB SKILLS:** \_\_\_\_\_

**LOCAL STUDENT (WINSTON-SALEM OR SURROUNDING AREA):**     YES                       NO

**IF YOU ARE RETURNING TO A POSITION THAT YOU HELD LAST YEAR, PLEASE INDICATE THE DEPARTMENT:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Admissions                   | <input type="checkbox"/> Career Services           | <input type="checkbox"/> Political Science             |
| <input type="checkbox"/> <b>America Reads/Counts</b>  | <input type="checkbox"/> Chemistry                 | <input type="checkbox"/> Professional Center Library   |
| <input type="checkbox"/> Anthropology                 | <input type="checkbox"/> Classical Languages       | <input type="checkbox"/> Psychology                    |
| <input type="checkbox"/> Archaeology                  | <input type="checkbox"/> Communication             | <input type="checkbox"/> Purchasing                    |
| <input type="checkbox"/> Art–Office                   | <input type="checkbox"/> <b>Community Service</b>  | <input type="checkbox"/> Registrar                     |
| <input type="checkbox"/> Art Gallery                  | <input type="checkbox"/> Computer Science          | <input type="checkbox"/> Religion                      |
| <input type="checkbox"/> Art Printmaking              | <input type="checkbox"/> Education-Media Center    | <input type="checkbox"/> Research Programs             |
| <input type="checkbox"/> Art Sculpture                | <input type="checkbox"/> English                   | <input type="checkbox"/> Residence Life and Housing    |
| <input type="checkbox"/> Art Slide Library            | <input type="checkbox"/> Facilities-Landscape      | <input type="checkbox"/> Secret Artist Series          |
| <input type="checkbox"/> Athletics-Academic Services  | <input type="checkbox"/> Financial & Accounting    | <input type="checkbox"/> Sociology                     |
| <input type="checkbox"/> Athletics-Administration     | <input type="checkbox"/> Fitness Center            | <input type="checkbox"/> Student Development           |
| <input type="checkbox"/> Athletics-Business Office    | <input type="checkbox"/> Graduate School           | <input type="checkbox"/> Student Financial Aid         |
| <input type="checkbox"/> <b>Athletics-Development</b> | <input type="checkbox"/> History                   | <input type="checkbox"/> Sustainability                |
| <input type="checkbox"/> Athletics-Equipment Room     | <input type="checkbox"/> Human Resources           | <input type="checkbox"/> Teaching and Learning Center  |
| <input type="checkbox"/> Athletics-Football           | <input type="checkbox"/> IS-Administration         | <input type="checkbox"/> Theater                       |
| <input type="checkbox"/> Athletics-Media Relations    | <input type="checkbox"/> IS-Emerging Technology    | <input type="checkbox"/> University Advancement        |
| <input type="checkbox"/> Athletics-Sports Medicine    | <input type="checkbox"/> IS-Networking             | <input type="checkbox"/> University Police             |
| <input type="checkbox"/> Athletics-Weight Room        | <input type="checkbox"/> IS-Sys & Customer Support | <input type="checkbox"/> University Stores             |
| <input type="checkbox"/> Athletics-Women’s Basketball | <input type="checkbox"/> International Studies     | <input type="checkbox"/> <b>WFU School of Medicine</b> |
| <input type="checkbox"/> Babcock MBA Program          | <input type="checkbox"/> Law School-Admissions     | <input type="checkbox"/> Women’s Studies               |
| <input type="checkbox"/> Babcock Graduate School      | <input type="checkbox"/> Law School-Registrar      | <input type="checkbox"/> Writing Center                |
| <input type="checkbox"/> Biology                      | <input type="checkbox"/> Mathematics               | <input type="checkbox"/> Reynolds Library              |
|   | <input type="checkbox"/> Music                     |  |
| <input type="checkbox"/> Campus Recreation            | <input type="checkbox"/> News Service              |  |
| <input type="checkbox"/> Cardiac Rehabilitation       | <input type="checkbox"/> Philosophy                |  |

**❖ TRANSPORTATION REQUIRED FOR JOBS LISTED IN SHADED LETTERS**