

JOHN A. LOGAN COLLEGE

CAREER SERVICES

If you have questions about available positions: 618-457-7676 OR 618-985-2828 EXT 8424

If you have questions about your VA Education Benefits or payment for this position call: 618-985-2828
EXT 8385 and speak to Tina Griffiths

VA Work Study Mentor Position

In order to be considered for a VA Work Study Mentor Position at John A. Logan College, each applicant must fit the following criteria:

- You must have a minimum of 1 year of your Chapter benefit remaining
- For Spring and Fall, you must be enrolled in a minimum of 9 credit hours
- For Summer, you must be enrolled in a minimum of 6 credit hours
- Your semester and cumulative GPA must be a 2.0 or higher (you cannot be on academic probation or suspension)
- Must have attended at least 1 semester at JALC and enrolled in their second consecutive semester.

VA Work Study Mentors are expected to work during intermission and breaks. You must work consecutive semesters. Meaning, you cannot take off a semester and then come back. There are exceptions, but they are rare and must be approved by Tina Griffiths and VA Work Study prior to leaving the work study program.

VA Work Study Mentors are allowed to work no more than 25 hours per week; no more than 7.5 hours per day. VA Student workers are paid minimum wage and they submit hours for pay once they accumulate 50 hours. You cannot be paid until you have accumulated 50 hours unless it is the end of your contract.

VA Work Study Mentors are paid through their Federal Chapter Benefit, not John A. Logan College. Your timesheet will be submitted to VA Work Study and they will pay you the same way you receive your monthly stipend payment.

VA Work Study payments are non-taxable.

Duties and responsibilities of each office will be determined by the office supervisor. VA Work Study Mentors will be assigned new students each semester. Mentors will keep in contact with new students, meet with them, answer questions about JALC campus, and offer advice on college. This program is being implemented to help our service members and dependents successfully transition into college life.

Attention: VA Student Worker Employment Request Forms should be submitted electronically. You must save this form to your desktop, fill it out completely, save it again, and then attach it in an email to careerservices@jalc.edu.

LAST NAME: _____ FIRST NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

COUNTY: _____ AREA CODE & PHONE NUMBER: _____

STUDENT ID: _____ EMAIL ADDRESS: _____

You must be a current student at John A. Logan College to participate in our work study program. Please CHECK & WRITE the semesters you are looking for employment.

FALL 20 ____ SPRING 20 ____ SUMMER 20 ____

COLLEGE MAJOR: _____ **CREDIT HOURS ENROLLED:** _____

IS THIS YOUR FIRST SEMESTER? _____ (If "yes," you will not be eligible for employment your first semester through the VA Work Study Mentor Position.)

You must maintain a semester and cumulative GPA of 2.0 or higher. If you are placed on Academic Probation because of your GPA, you will be given one semester to raise your GPA. Each case will be evaluated.

CURRENT SEMESTER GPA: _____ **CURRENT CUMMULATIVE GPA:** _____

Are you a service member or a dependent? : _____

Do you know how much time you have left on your Chapter benefit? If so, how long? (A year or more is preferred.) : _____

If you do not know how long you have left on your chapter benefit, please call 1-888-442-4551, press "0", and speak to a live representative. Ask them how long you have left to use your benefits and the expiration date. If this is your first semester ever using your chapter benefit, you will typically have 36 months or more.

Is there a specific office you are applying for? If so, tell us which one: _____

If employment is not available in the office you are listed, do you want to be considered for other offices on John A. Logan College Campus? _____

AVAILABILITY

You cannot complete VA Work Study Hours during your scheduled class times. If class is dismissed early or cancelled, you can get permission from your supervisor to work extra hours. You cannot work more than 7.5 hours per day or more than 25 hours per week.

Please indicate below when you will be available to work. Remember to take in account your class schedule and personal schedule.

FALL 20 ____

Days	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-10
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

SPRING 20 ____

Days	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-10
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

SUMMER 20 ____

Days	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-10
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

WORK HISTORY

COMPANY NAME: _____ CITY/STATE: _____

POSITION: _____ DATE STARTED: _____ DATE ENDED: _____

RATE OF PAY: _____ PER _____ LENGTH OF EMPLOYMENT: _____

REASON FOR LEAVING: _____

JOB DESCRIPTION:

COMPANY NAME: _____ CITY/STATE: _____

POSITION: _____ DATE STARTED: _____ DATE ENDED: _____

RATE OF PAY: _____ PER _____ LENGTH OF EMPLOYMENT: _____

REASON FOR LEAVING: _____

JOB DESCRIPTION:

COMPANY NAME: _____ CITY/STATE: _____

POSITION: _____ DATE STARTED: _____ DATE ENDED: _____

RATE OF PAY: _____ PER _____ LENGTH OF EMPLOYMENT: _____

REASON FOR LEAVING: _____

JOB DESCRIPTION:

List three personal references that are not related to you. Please include their name, phone number, and email.

1. _____

2. _____

3. _____

Please check the skills in which you have had experience or you are qualified to perform:

- | | | | |
|--|---|--------------------------------------|--|
| <input type="checkbox"/> Audio-Visual | <input type="checkbox"/> Automotive | <input type="checkbox"/> Child Care | <input type="checkbox"/> Clerical |
| <input type="checkbox"/> CPR Certified | <input type="checkbox"/> Filing | <input type="checkbox"/> Graphics | <input type="checkbox"/> Grounds Keeping |
| <input type="checkbox"/> Janitorial | <input type="checkbox"/> Learning Lab | <input type="checkbox"/> Library | <input type="checkbox"/> Lifeguard |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Office Machines | <input type="checkbox"/> Photography | <input type="checkbox"/> Reception |
| <input type="checkbox"/> Tutor _____ | <input type="checkbox"/> Typing Speed/WPM | <input type="checkbox"/> Web Page | |

LAB ASSISTANT:

- Biology CADD Chemistry Computer Physics

COMPUTER PROGRAMS:

- Word Excel Power Point Publisher
 Outlook

Please list any other computer programs you are familiar with:

PLEASE NOTE: This application is for students using VA Education Benefits **ONLY**. If you are not eligible for VA Education Benefits, you cannot be considered for VA Work Study. This application is for multiple offices on John A. Logan College campus. This application is not just for the Veterans Resource Office.

The VA Student Worker Employment Request Form must be completely filled out. Your availability will be checked by pulling your class schedule for the semesters you have selected.

Different offices will required different coverage, so it is important that the times you have marked as available are correct. You cannot complete work study hours when you are scheduled to be in class.

FOR OFFICE USE ONLY

VA Work Study Mentor Position ONLY

When are you interviewing the student? _____

Are they being offered a position? _____ If yes, please send the student to Tina Griffiths, Room C206, to fill out their VA Work Study Application with their work schedule.

The VA will have to approve their application. A denial would only be given if the student does not have a Chapter benefit. It will take approximately 1-2 weeks for the student's contract to be approved and sent back. Once the contract is approved, Tina Griffiths will send you the student's Time Sheet.

The student can work up to 25 hours per week and no more than 7.5 hours per day.