Federal Work-Study

GEORGIA PIEDMONT TECHNICAL COLLEGE

Application Process

STEP 1: **Apply Online in the GPTC Job Center**

1. Go to https://www.gptc.edu/about-gptc/careers/job-the-team/

2. Click Apply Now

3. Locate the position titled *Federal Work Study Student*

4. Review job description and click *Apply for Job* button

5. If you are a new user, follow the prompts to create an account. If you are a Returning User sign in with your User Name and Password.

6. Complete the application

***Note**: Please do not forget to upload your resume and unofficial transcripts. It is best to upload a PDF version of your document. Incomplete applications without the required attachments cannot be reviewed.*

STEP 2: **Email** WorkStudy@gptc.edu

Email immediately after finishing the application and list at least three (3) GPTC departments that you have interest in being employed. The Financial Aid Office will determine if you meet the eligibility criteria. You must be approved to participate in the program. Allow at least 72 hours for review.

STEP 3: **Interview with Department(s)**

If you are approved, WorkStudy@gptc.edu will email your approval from Financial Aid along with Work Study Packet and contact information for scheduling an interview with Department(s).

STEP 4: **Complete Hiring process**

If you are selected, you will be provided the next steps on the hiring process; background check, certain forms, and New Hire Onboarding Session with Human Resources.

If you have any questions, please email WorkStudy@gptc.edu.