



Using My Work-Opportunity Award

What is work-opportunity?

Work-opportunity is awarded by the Financial Aid Office as part of your financial aid package. It allows you to earn money for your educational expenses. Work-opportunity funds are provided by SIT.

How do I find a work-opportunity position?

A listing of all current student jobs is available on the SIT website (<http://graduate.sit.edu/sit-graduate-institute/pn/current-students/mysit/>). You will need to apply and interview for any position you are interested in, with the person listed on the job posting. A resume may be required as part of the interview process.

How will I be paid?

Students are paid through a bi-weekly payroll process, and only for the hours they work. The current minimum wage for the Vermont campus is \$10.00 per hour. Students may use their earnings to cover day-to-day expenses, purchase books, or other personal expenses related to being a student. A pay schedule is included with your informational packet.

Are work-opportunity jobs only on campus?

Yes, international students may only work on the SIT campus.

What happens to the money if I don't earn all of my fall semester funds?

Any remaining funds from the fall semester will roll over to the spring semester. Any unearned funds at the end of the spring semester will be forfeited.

How do I know how much to work in my work-opportunity job?

Students average 7 - 8 hours per week working at their jobs. You and your supervisor will work together to determine a schedule that works best for both of you.

When is the last day I can work?

It is the last day of the academic year, which is May 26, 2017.

What are the next steps after I am offered a work-opportunity job?

Students must complete all of the required paperwork before they can begin working. All of the forms are available on MySIT and from both the Financial Aid and Human Resources Offices. Use the checklist to assist in completing the forms. Complete only the areas in bold on the Student PN form, and have your supervisor sign the form. Once all your paperwork is complete, bring it to the Financial Aid office.