

## **International Work-Study Program Information**

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The goal of the program is to support F1 international student employment on-campus for those students who demonstrate financial need to support their studies at NOVA. Funds will be awarded in the fall semester and will be valid for two semesters (Fall and Spring). Total funding and number of awards available will vary each year.

*Awards will be tied to part-time job offers with the Office of International Students on the **Annandale campus**. Please see attached job description. Students taking classes on other NOVA campuses are eligible to apply if they meet the below criteria.*

### **Eligibility**

- ✓ NOVA F-1 student
- ✓ Good academic standing (2.0 min GPA)
- ✓ Must have completed at least 15 **academic** credits at NOVA.
- ✓ Priority given to:
  - Students who have not previously received international work study funding
  - Students who demonstrate extreme and/or unexpected economic hardship

### **Application Deadline:**

- AUGUST 5<sup>th</sup> for Academic Year (Fall/Spring)

### **Application Process**

1. Submit application to [oiss@nvcc.edu](mailto:oiss@nvcc.edu) by August 5th
2. You will be contacted by OISS if we wish to arrange an interview.
3. If you are selected, you must complete the [work-study employment packet](#) and submit to your [Campus Work-Study Coordinator](#).
4. Apply for Social Security Number. Please [find details here](#) on how to obtain one.
5. Upon receipt of your employment packet, the Financial Aid Office will process your documents and notify you, your campus supervisor, and OISS of the expected start date and the terms of employment.
6. After your supervisor receives an email from NOVA's Human Resources office that your employment has been approved, you may begin working in accordance with the [Work-Study Agreement](#).

## **APPLICATION FOR INTERNATIONAL WORK STUDY**

**FULL NAME (FIRST/MIDDLE/LAST NAME):**

**ACADEMIC YEAR APPLYING:**

**NOVA STUDENT ID #:**

**CURRENT GPA:**

**TOTAL NOVA ACADEMIC CREDITS COMPLETED:**

### **STATEMENT OF FINANCIAL NEED**

Please explain your financial needs and how part -time work will support your financial situation.

### **WORK EXPERIENCE AND SKILLS**

**NOVA Program of Study:**

**Computer skills:**

**What languages do you  
speak and proficiency level?  
(beginner/intermediate/high/native)**

**Customer Service experience:**

**Social media experience:**

**Any additional information we should know about your experience, interest and/or need?**

<b>Student Assistant - Office of International Students</b>	
<b>Job ID</b>	10404
<b>Job Type</b>	On-Campus International FWS Jobs
<b>Department</b>	Office of International Student Services
<b>Employer</b>	NOVA
<b>Job Category</b>	Office Assistant
<b>Campus</b>	Annandale: 8333 Little River Turnpike, Annandale, VA 22003
<b>Job Duties and Responsibilities</b>	-Greet all who enter Student Services space and assist as needed -Must be eligible for international work study - Must be able to work across departments within Student Services - Must maintain confidentiality at all times: student workers must sign a statement regarding confidentiality - Participate in regular training - Provide office support including, but not limited to copying, creating flyers, data entry, filing, posting program flyers on bulletin boards - Assure work area is in good order, including restocking resources as needed - Other duties as assigned
<b>Minimum Qualifications</b>	-Customer service and communication skills - Typing / Keyboarding - Proficiency in Microsoft Office Suite, and Google Suite - Ability to operate office machinery: copy, scan - Retain confidentiality - Effectively communicate with diverse populations. Ability to explain NOVA's international admissions process and F1 requests.
<b>Purpose/Role of the Position</b>	The student assistant will primarily serve students and community members who visit the Office of International Students and Academic Advising and provide clerical support for the department. Candidates must be comfortable working with and serving individuals with diverse backgrounds, including limited language proficiency. Student assistants are expected to promote an atmosphere of professionalism and courtesy with all persons they have contact. Must be reliable, detail oriented, efficient, conscientious, respectful, and able to work with minimal supervision.
<b>Available Openings</b>	2- Annandale
<b>Hours</b>	15-20 hours per week
<b>Hourly Rate</b>	First Time Workers. \$15.00/Hour
<b>Wage Notes</b>	
<b>Time Frame</b>	Academic Year- international work study funds are not renewable after one year
<b>Start Date</b>	ASAP
<b>End Date</b>	May 2022
<b>Supervisor</b>	Camila McTighe
<b>Primary Contact's Email</b>	cmctighe@nvcc.edu
<b>Phone Number</b>	703-323-3423
<b>Fax Number</b>	
<b>Building and Room # of Work Location</b>	Building CA 112 (Annandale campus)
<b>Remote FWS Job?</b>	No
	A performance evaluation will be conducted by the student's supervisor at the end of each semester.