

International Work-Study Program Information

The goal of the program is to support F1 international student employment opportunities on-campus to support their studies at NOVA. Funds will be awarded in the fall semester and will be valid for up to two semesters (Fall and Spring).

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

Eligibility Requirements

- ✓ Current NOVA F-1 student
- ✓ Maintaining good academic standing with NOVA (2.0 minimum GPA)
- ✓ Must have completed at least 15 **academic** credits with NOVA.
- ✓ Priority given to:
 - Students who have not previously received international work study funding

Application Deadline:

- August 15th

Application Process

1. Email your completed application to sbustillos@nvcc.edu
2. Include your last name in the application file name
3. You will be contacted by OISS if we wish to arrange an interview. Interviews will be held on the Annandale campus in person.
4. If you are offered the job, you must complete the following steps before you may begin working.
 - Submit a work-study hire application packet
 - Submit an F1 Employment request to your assigned advisor
 - Apply for a Social Security Number (SSN)
 - Receive your SSN card in the mail

APPLICATION FOR INTERNATIONAL WORK STUDY

FULL NAME (FIRST/MIDDLE/LAST NAME):

NOVA STUDENT ID #:

Do you have a SOCIAL SECURITY NUMBER? **Yes** **No, I will need to apply for one**

CURRENT GPA:

TOTAL NOVA ACADEMIC CREDITS COMPLETED:

STATEMENT OF INTEREST

Please explain your interest and any relevant experience you have. You may attach a resume if you have one.

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:

Student Assistant - Office of International Students	
Job ID	
Job Type	On-Campus International FWS Jobs
Department	Office of International Student Services
Employer	NOVA
Job Category	Front Desk Office Assistant
Campus	Annandale: 8333 Little River Turnpike, Annandale, VA 22003
Job Duties and Responsibilities	-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 office training - Provide office support including, but not limited to creating flyers, data entry, phone and email support answering F1 admissions questions. Other duties as assigned
Minimum Qualifications	-Customer service and communication skills - Typing / Keyboarding – Proficiency in Microsoft Office Suite, and Google Suite - Ability to operate office machinery: Retain confidentiality - Effectively communicate with diverse populations. Ability to explain NOVA's international admissions process and F1 request services.
Purpose/Role of the Position	The student assistant will primarily serve students and community members visiting the Office of International Students and provide clerical support for the department. Candidates must be comfortable working with and serving individuals with diverse backgrounds, including limited English 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.
Available Openings	2- Annandale campus
Hours	15 hours per week
Hourly Rate	First Time Workers, \$16.00/Hour
Wage Notes	
Time Frame	Academic Year- international work study funds are not renewable after one year
Start Date	September
End Date	May
Supervisor	Jose Merino Brito
Primary Contact's Email	jmerinobrito@nvcc.edu
Phone Number	
Fax Number	
Building and Room # & Work Location	Building CA Student Services Information desk (Annandale campus)
Remote FWS Job?	No