

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCES
CINCINNATI, OHIO

POLICY TITLE: WORK STUDY PROGRAM

The purpose is to provide opportunity for students to work as student assistants and to obtain tuition credit toward their account.

The Work Study Program provides for student assistants in specific areas within the College. The number of student assistants will be determined by the respective deans and based on college need and budget allocation. Students meeting the criteria identified by the specific area will be eligible to apply for the program. The person responsible for each area will notify the Financial Aid Director of the students chosen. An agreement between the student and the Financial Aid Department will occur.

The student is to work 3 hours per week for a semester (16 weeks) and in turn for services will receive an identified amount of tuition credit to be applied to the student's account at the end of the semester.

It is the responsibility of each specific area to identify the performance expectations. An evaluation of the student assistant should be conducted at the end of each semester.

At the end of each semester the responsible party notifies the Bursar, to credit the students' account, and the Financial Aid Director if the student is eligible for rehire.

GENERAL PROCEDURE

Student completes the GSC Work Study application and submits it to the Financial Aid Director. The Financial Aid Director then notifies the person responsible for that area of the applicants. Deadline for application is the Friday of exam week. The responsible person will notify the Financial Aid Director of the student appointments to each position. Appointments may be renewed each semester based upon satisfactory performance and meeting the job expectations.

A. SCIENCE TUTORS

CRITERIA

The applicants must have completed nine (9) course hours or more and achieved the grade of A in the course for which they will tutor. They should possess a cumulative GPA of 2.5 or above and possess good communication skills and dependability (evidenced by regular lecture, clinical and laboratory attendance). Applicant having a degree in the Science will also be considered.

B. NURSING SKILLS LAB ASSISTANTS

CRITERIA

Students having completed NUR 100 in good standing with a cumulative GPA of 2.25 or above may be eligible. They must possess good communication skills and a working knowledge of fundamental nursing skill, equipment and supplies. Recommendations from nursing faculty will be needed to determine communication skills and a working knowledge of fundamental nursing skills, equipment and supplies for initial appointment.

C. MEDIA CENTER ASSISTANTS

CRITERIA

The applicants must have completed nine (9) hours or more. They should possess a cumulative GPA of 2.0 or above and possess good communication skills and familiarity with audio-visual equipment and computers.

D. LIBRARY ASSISTANTS

CRITERIA

The applicants must have completed nine (9) course hours or more. They should possess a cumulative GPA of 2.0 or above, possess good communication skills and be detail oriented.

E. CLERICAL ASSISTANTS

CRITERIA

Currently enrolled in at least one course and have a cumulative GPA of 2.0 or above. Should possess good communication skills, some typing skills, have experience in data entry and be detailed oriented.

Approved By: _____ Date: 4/5/10

Effective Date: 11/17/2008

Review/Revision Dates: 11/01, 6/05, 11/08, 4/10

Responsible Committee: Enrollment Management