



## 2023-2024 Federal Work-Study Application

This form is only to be submitted if you have an offer of Federal Work Study. If you have not already done so, you must accept this award on your SIS account. For full consideration of a job placement, submit this completed application by **August 1, 2023** via fax or mail using the contact information above. You can also upload this to <https://admissions.rpi.edu/aid/upload>. If you fax or upload, please do not send the original document to avoid duplication. Your job assignment will be viewable using your SIS account when finalized.

Name (Print): \_\_\_\_\_ Rensselaer ID #: \_\_\_\_\_  
(last) (first)

Class Year in 2023-2024: \_\_\_\_\_ Major: \_\_\_\_\_

Email: \_\_\_\_\_@RPI.EDU Other Email: \_\_\_\_\_ Local Ph#: \_\_\_\_\_

Check here if you are participating in the Summer Arch program:

If you were employed under Federal Work Study last academic year, which department? \_\_\_\_\_

Check here if you wish to return to your previous department:

Would you be interested in a community service position? (See reverse)  Yes  No

*NOTE TO NEW STUDENTS: We understand you will not know what hours you are available to work until you have your class schedule. Please complete this section according to the hours you would like to work. If the job you have been assigned conflicts with your class schedule we will be happy to reassign you once your schedule is finalized.*

I am available to work:  Days  Nights  Weekends

Special skills or experience (typing, computer skills, software programs, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate below, in order of preference the names of the departments you would like to be assigned to. Position descriptions of for each department are available at <https://admissions.rpi.edu/aid/fws>. **Please be sure to list 5 departments in order of preference. We will attempt assign you to your first choice selection whenever possible.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

<b>FINANCIAL AID USE ONLY</b>
Dept: _____
Code: _____

I understand that all work study positions are subject to funding availability and that submission of this form does not guarantee my employment. I agree to maintain the confidentiality and sensitivity of any and all information which I may be in contact while during my job assignment(s).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Work Study Departments

Admissions	Financial Aid
Advising & Learning Assistance Center	Game Room
Alumni Relations	Graduate Education, Office of
America Counts*	Graduate Education/Academic Services, Office of
America Reads*	Graduate School/Outreach Programs
Archer Center for Student Leadership Development	HASS-Deans Office
Architecture Library	Houston Field House Box Office
Architecture-Dean's Office	Industrial & Systems Engineering (ISE)
Arts Department***	Information & Personal Assistant Center (IPAC)*
Athletics	Information Technology/Computer Operations
Biology	Information Technology Infrastructure
Biomedical Engineering	Information Technology & Web Science
Bursar's Office	Lally School of Management and Technology
Campus Card Office	Library (Rensselaer Research Library)
Campus Parking & Transportation	Lighting Research Center (LRC)
Center for Biotechnology	MANE (Mechanical, Aerospace & Nuclear Eng.)
Center for Career and Prof. Development	Materials Science & Engineering
Center for Initiatives in Pre-College Ed. (CIPCE)	Mathematical Sciences
Center for Materials, Devices & Inte. Sys. (cMDIS)	Mueller Fitness Center**
Chapel & Cultural Center*	Physical Plant
Chemical Engineering	Physics
Chemistry	Provost Office
Civil & Environmental Engineering	Public Safety*
Client Information Services (CIS)	Registrar
Client Information Services/Computer Repair	Rensselaer Union Administration
Clubhouse Pub**	Scientific Computation Research Center (SCOREC)
Computer Science	Strategic Communications
Core Engineering	Student Health Center
Darrin Fresh Water Institute (DFWI)	Student Life Office
Dean of Students Office*	Student Living and Learning
DotCIO/Multimedia Services	Student Success
Earth & Environmental Science	Technology Commercialization
Electrical Computer & Systems Engineering (ECSE)	Tetherless World Constellation
Environmental & Site Services/Assistant Mail Clerk	Undergraduate Education
Environmental & Site Services/Office Clerk	

\* Denotes a community service position.

\*\* If assigned to one of these Departments, it will be listed as Rensselaer Union Administration Office on your Work Study placement notification due to departmental merges.

\*\*\* If assigned to one of these Departments, it will be listed as HASS-Deans Office on your Work Study placement notification due to departmental merges.

Job descriptions for each department can be viewed at <https://admissions.rpi.edu/aid/fws>.