

STUDENT ASSISTANT-GRANT FUNDED (Range H07/JTC S42) – Non Exempt

GENERAL SUMMARY:

On campus part-time employment for students who demonstrate financial need. Not part of the federal work study program.

MINIMUM REQUIREMENTS:

To be eligible for employment in the Program, a student mentor/tutor shall:

- 1) be a Texas resident
- 2) be enrolled for at least one-half of a full course load in a program of study;
- 3) establish financial need** (see additional information below to determine need)
- 4) not receive an athletic scholarship or not be enrolled in a seminary or other program leading to ordination or licensure to preach for a religious sect or to be a member of a religious order; and
- 5) receive appropriate training.

The rules for the Work-Study Mentorship Program state that a student must demonstrate financial need. Financial need is an indication of a student's inability to meet the **full cost of attending a college or university, measured by an income methodology which considers a student to have financial need based on his or her family's adjusted gross annual income for the preceding year. If the student is independent, only the student's income (and the income of the student's spouse, if he or she is married) is considered. To determine need, it is recommended that the student's family income tax for the previous year be requested and compared to a method that is acceptable to the office handling the contract.

Methods vary between institutions but can include students who:

- are "low-income individuals", meaning an individual whose family's taxable income or the preceding year did not exceed 150 percent of the poverty level amount;
- demonstrate excessive student loans; experience a change in family income; did not submit a FAFSA but can demonstrate need from family tax records;
- Ultimately, the IHE grant manager will authorize that all students hired and served meet need by a standard or method that is acceptable within that office.

Note: Documenting how need is determined is important. A copy of the TRIO Income Levels document can be found at:

<http://www.ed.gov/about/offices/list/ope/trio/incomelevels.html>.

Will be subject to a criminal background check

ADA/tmm 05.29.19