



**Please read the following tips for a successful work study position:**

- Be neat in your appearance and pleasant in your manner.
- Be enthusiastic!
- Allow anyone that you come in contact with feel welcome and pay attention to their needs.
- Your work area should be neat and clean at all times. Personal belongings should be properly stored and out of the way.
- Unless your supervisor tells you otherwise, you should not eat at or around your workstation.
- Please do not have friends visit you at work.
- You should not leave your assigned area while on duty without notifying your supervisor.
- Please, no personal calls at work unless there is an emergency.
- Make sure that you set your schedule with your supervisor. Be on time and do not expect to leave early. On the rare occasion you cannot help being late or are sick, call your supervisor immediately.

This is a wonderful opportunity to build your employment relationships and experiences that you will be able to use on your resume for years to come.

Don't waste this opportunity!

Should you have questions about your assignment or you happen to incur problems while at work, please feel free to call the Financial Aid Office at 704-991-0302.