



2025-2026 Work Study Position Description

3028 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax (360)752-7151 • FinAid@BTC.edu

Department: _____
Position Title: _____
Bellingham Technical College
Address: 3028 Lindbergh Ave. Bellingham, 98229

Supervisor: _____
Supervisor Contact: _____

Site Supervisor: _____
Site Supervisor Contact: _____

Schedule Guidelines:

- Work Study employees may not exceed the wages and hours referenced in the referral.
- 15-minute break per 3+ hr shift
- After consecutive 5hrs, ½-hour lunch required
- Hours must be submitted and approved by supervisor by payroll deadlines
- Employment subject to continued eligibility
- See referral for additional details

I. EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:

II. SUMMARY OF JOB:

III. MINIMUM QUALIFICATIONS:

IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:

V. TYPICAL EQUIPMENT USED:

VI. PHYSICAL REQUIREMENTS:

Sitting:		Walking:		Bend at waist:		Climbing Ladders Stairs:	
Standing:		Crawling:		Kneeling/squatting:		Reach above shoulder:	
Pushing/pulling:		Lifting (up to 50 lbs.):		Carrying:		Repetitive arm/hand movements:	

VII. ADDITIONAL NOTES:

*****SFR Office Use Only*****

Job Title: _____ Department: _____ Rate of Pay: \$_____/hour

Job Class Code: WS_____ Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

Compensation & Work Schedule:

Effective _____ the hourly pay rate is _____.

Additional benefits include some paid sick leave in accordance with Washington State law and Initiative I-1433.

Sick leave is accrued at 1 hour for every 40 hours worked. Employee Assistance Program (EAP), a free counseling & referral program. Potential flexible schedule. No additional benefits.