Student Employment Program Handbook

Student Guide
2012-2013 Academic Year

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INTRODUCTION

This handbook provides you, the student employee, with essential information about the Student Employment Program.

It has been designed to furnish you with the following information:

1. An outline of the correct procedures for applying to on-campus positions and completing forms.
2. A description of your rights and responsibilities as a student employed at CCA and to the Student Employment Program.

Please keep this guide handy and refer to it as often as needed.
GENERAL INFORMATION

The CCA Work-Study Program is designed to assist enrolled students in finding appropriate employment while completing their degrees. In addition to earning money and gaining relevant work experience, the work-study program enables students to become involved with their campus community, developing skills and relationships that will help them succeed in their professional careers.

Types of Work-Study

There are two work-study programs at CCA. Both pertain to enrolled students in good academic standings and are intended for part-time, temporary employment. Eligibility for work-study, as well as students’ award amounts, can change from year to year.

CCA administers the work-study program in accordance with laws, regulations, and instructions issued by or on behalf of the U.S. Department of Education, as well as institutional policies specific to the college.

The Federal Work-Study Program (FWS)

Federal Work-Study is a need-based financial aid program that is partially funded by the United States Department of Education. Qualifying students will have a valid FAFSA on file and will demonstrate financial need. Undergraduate and Graduate students are considered for the Federal Work-Study program.

The Institutional Work-Study Program (IWS)

Institutional Work-Study is awarded to undergraduate and graduate students who may or may not display financial need but who do not qualify for the Federal Work-Study program.

Student Eligibility Requirements

In order to work under the work-study program, student must meet certain criteria. Review the information below and note that some of these requirements are federally or state mandated. For that reason, students may not work on campus until this criteria has been met.

Please also note that in order to complete an I-9, student workers will need to furnish proof of their eligibility to work in the United States. In most cases, we will accept a state issued ID and a social security card, or a U.S. Passport. In all cases, you must present the original document within three days of being hired. By law, photocopies of these items cannot be accepted.
✓ A valid social security number
✓ Proof of eligibility to work in the U.S.
✓ Maintain enrollment of at least six credit hours in the fall and spring semesters
✓ Be pre-registered for at least six credit hours for work during college breaks

Students working under the Federal Work-Study program must meet these additional criteria:

✓ A valid FAFSA on file
✓ Must be a U.S. Citizen, Permanent Resident or eligible non-citizen

International students attending on student visas, as well as domestic students who have not completed a FAFSA, are only eligible for Institutional Work-Study. Students attending on a visa should visit the International Students chapter of this guide for information on how to apply for a social security number.

Students working on campus are typically awarded $3000 in either Federal Work-Study or Institutional Work-Study. The amount will appear on your award letter and may be subject to change if your award package changes. This amount represents the amount that most of our students will earn when working part-time on campus. Students are strongly encouraged to work no more than 20 hours per week while school is in session so not to interfere with their coursework. By law, students attending on student visas are not permitted to work more than 20 hours per week, total, for all jobs.

Student workers are not permitted to work overtime and must take appropriate breaks during their shifts. Overtime occurs when a person works more than eight hours in one day (combined, all jobs), more than five consecutive days, or more than 40 hours in a given week. More information on breaks and overtime is in the Student Employment Policies chapter of this guide. If you have questions about your work schedule, please contact your supervisor or the Student Employment Coordinator.

**Student Pay Rates and Wages**

There is an 6-tiered system for all work-study positions. Pay rates are determined by the employing department along with the Financial Aid Office and range from $10.25 to $15.00/hr.

The Federal Work-Study Program provides for payment of hourly wages for hours actually worked. Students will not receive payment for unearned portions of their award. Students are paid twice a month based on the hours reported on their timesheets. Earnings from work-study can be used for personal or school related expenses, but will not automatically pay an unfunded tuition or housing balance.

Benefits such as vacation pay and holiday pay are not permissible under the work-study program. Student workers are eligible to receive sick leave benefits under the city of San
Francisco’s Sick Leave Ordinance (Measure F). Speak to your supervisor or contact the Student Employment Coordinator for more information.

Wages earned under the work-study program are subject to federal income tax. All students must complete a W-4 form in order to have the correct amount of federal income tax withheld. The only exception regarding the withholding of taxes is for students who claim “exempt” status on the W-4 form.

Students who are working under the Federal Work-Study program should indicate their total earnings for the year on their FAFSA the following January. FWS earnings are not counted against the student when determining federal need in subsequent years.

**FINDING A JOB**

**On Campus Employment**

All work-study positions are posted on CCA Works, CCA’s online job board. In order to view and apply for positions, students must register using their CCA email address and CCA student identification number.

Students are encouraged to complete their profile information as well as upload resumes and cover letters. Resumes are subject to approval by the Career Development office. For assistance writing a resume, visit the Career Development section of CCA’s website.

First time users, please follow these instructions for accessing the job board:

- Visit CCA Works (you will need to disable your pop-up blocker)
- Click “Register Here” at the bottom of the screen
- Enter your personal information using your CCA email and CCA student identification number
- Follow the **My Account** tab in the upper left of the screen
  - Under **My Profile**, enter your information accurately
  - Under the **My Documents**, upload your resume, cover letter and/or a personal statement.
- Follow the **Job Search** tab to view open positions
  - Narrow your search to work-study positions only by selecting CCA work-study in the Position Type field
- Apply for jobs that best suit your interests, skill-level and goals
- Retain a record of all jobs you’ve applied to
- Revisit the job board frequently to view and apply to new opportunities
Having a Federal or Institutional Work-Study award does not guarantee you a job on campus. You will need to apply, interview and be selected as you would in any job. Students in work-study positions are expected to report to work when scheduled, fulfill their job responsibilities, and communicate with their supervisors when situations arise wherein meeting these expectations is not possible.

**Off Campus Employment**

All off-campus work-study positions are coordinated through the Center for Art in Public Life. The majority of these positions are with non-profits, schools and community centers. If you have specific questions regarding these positions you can contact the Program Manager of Student and Community Programs at (510) 594-3754.

All other off-campus jobs and internships (Non-Federal/ Institutional Work-Study) can be found online. Contact Career Services for more details.

**Other Opportunities**

Off-Campus positions apart from work-study are available on the Job Board. Students seeking internships, volunteer positions, or full-time opportunities can view openings on our website. The positions are subject to approval by the Career Development Office and may or may not be affiliated with CCA.

**THE HIRING PROCESS**

At the time of hiring, you will be expected to complete a hiring packet and furnish proof of your eligibility to work in the U.S. If you are attending school on a student visa and you don’t already have a social security number, you will need to obtain one. See the International Students chapter for more information.

Your supervisor will discuss your schedule as well as expectations of the job. Be realistic about the number of hours you can reasonably work while carrying a full-time course load. One of the benefits of working on campus is that supervisors understand that your academic commitments are a priority.

Some departments are able to be flexible about days and times you’ll be expected to work. Others will need to ensure that they have adequate student coverage during specific hours or will require you to assist with projects that have inflexible deadlines. Students should not schedule work for times they are due to be in class. Keep in mind that missing your shifts impacts the department, office, or studio and could impact other students. At the time you are hired, it is advisable to discuss with your supervisor your new job responsibilities as well as timeframes wherein work will need to be completed. Once employed, you must also
communicate with your supervisor in the event you need to be absent from a shift or are having trouble balancing your work and academic responsibilities.

**Hiring Procedures for Work-Study Positions**

Follow the application instructions that the hiring supervisor included in the job posting. Follow up with hiring supervisor if you have not heard back from them after a week or so.

Once you are hired, meet with your supervisor to fill out and sign the employment paperwork. You must complete your hiring paperwork on or before your first day of work. You cannot legally work before all hiring paperwork and has been filled out, signed, and submitted. When completing the I-9, you will need to furnish original documents in order to prove your eligibility to work in the United States. If you are planning on working while in school, you will want to make sure you to have your original passport, birth certificate or social security card. Scanned copies of these documents will not suffice.

Make sure that the completed forms are turned in to the Student Employment Coordinator by your supervisor. Any paperwork turned in late may cause delays in payment. Please have your supervisor contact the Student Employment Coordinator regarding any unusual circumstances.

The Student Employment Coordinator in the Financial Aid Office will review all forms and will notify your supervisor if anything is missing or incomplete. Once Financial Aid has all of the required forms, the Student Employment Coordinator will authorize you to begin employment. All forms must be submitted to the Financial Aid Office on the San Francisco campus.

**Employment Forms**

All forms are fillable PDFs and can be completed on-screen. Required forms for each student employee type are contained within the “Student Employee Packet” for each type of student employee at CCA.

*For first-time student employees at CCA:*

- Personnel Form (one for each position held)
- Confidentiality Form (only for the first position for which you are hired during 2012-2013)
- Designated Person Form (optional)
- I-9 Employment Eligibility Verification
- Copies of original identification documents outlined on the I-9 List of Acceptable Documents (contained in the New CCA Student Employee Packet on the website). SUPERVISORS MUST SEE AND COPY THE ORIGINAL DOCUMENTS.
- W-4 Employee’s Withholding Allowance Certificate
For student employees who have previously worked on campus:

- Personnel Form (one for each position held)
- Confidentiality Form (only for the first position for which they are hired during 2012-2013)
- Designated Person Form (optional)
- W-4 Employee’s Withholding Allowance Certificate (only for continuing student employees who wish to change their withholding allowances)

Forms and Documentation: Detailed View

CCA Student Employee Personnel Form
This form is required for all student employees for each job for which they are hired. The Personnel Form is a fillable PDF, for you and the supervisor to complete together, at the same time. Please complete the form online and print the completed form. Once you have printed the completed form, please sign in Section 4 (Authorization).

CCA Data Security and Confidentiality Agreement
This form is required for all student employees ONCE during the 2012-2013 Academic Year. You must submit a completed form for the FIRST POSITION for which you are hired during the 2012-2013 academic year. Your supervisor will formally explain the policy for maintaining confidentiality. Please read and sign this form.

Designated Person Form (optional)
This form may be used for you to designate a person other than a family member or registered domestic partner as an individual that you may take time off to care for in the event that person becomes ill. Family members and registered domestic partners are already considered to be legitimate individuals you may take time off of work to care for and claim sick leave.

Form I-9 — Employment Eligibility Verification form
It is a federal requirement that all employees must complete this form at the time they are hired for employment. You must present original identification documents to the hiring supervisor, as outlined on I-9 List of Acceptable Documents contained in the New CCA Student Employee Packet. Your supervisor will review and copy the original documents. Per federal regulations, the I-9 form MUST be completed and dated within 3 business days of the employee’s start date.

Form W-4 — Employee’s Withholding Allowance Certificate
Please complete items 1 through 7 and sign and date at the bottom of the W4 form. Per federal regulations, the W4 form MUST be completed and dated within 3 business days of your start date.
STUDENT EMPLOYMENT POLICIES

Hours, Breaks, and Overtime

During the time classes are in session, it is recommended that you only work up to 20 hours per week on campus.

According to Federal and State law, you can only be paid for hours actually worked. An unpaid work break is mandatory if an hourly employee works five or more consecutive hours at one or more jobs on-campus. One half hour break is the minimum break required. This break cannot be waived and must be reflected on the timesheet. For example, if you work in the Student Affairs Office for 4 hours during the morning, then for 3 hours in the Painting Studio immediately afterwards, you must take a half hour break because you will have worked more than 5 hours that day.

For every four hours you work, you must take a fifteen minute paid break.

Student workers cannot work overtime (more than 40 hours per week, more than 8 hours per day or more than 5 days in a row). You may be administratively terminated if you work more than the allowed daily or weekly hours without permission.

International students may not legally work more than 20 hours per week.

Payroll/Timesheet Policies

Timesheets must be turned in to the Payroll Office in San Francisco the day timesheets are due. The Payroll Calendar (available online) lists the work periods and the timesheet due dates. If timesheets are late, your payment will be delayed. It is your responsibility to submit your timesheets when they are due. You need to be mindful of the pay period dates and make sure that you submit and sign your timesheet. Student employees are paid twice a month, on the 15th and the last day of the month.

DO NOT save all of your timesheets to submit at the end of the semester. You must submit timesheets regularly by the scheduled payroll deadlines.

If you have multiple positions at CCA, you must submit a separate timesheet for each position.

Make sure to allow time for your supervisor to sign your timesheet. If your supervisor is not available to sign your timesheet, you may have it signed by someone in the department that has been identified as an authorized alternate signer. Timesheets that are received with an unauthorized signature will be returned to you or your employing department for an authorized signature. This will result in a delay in your paycheck.
It is a federal offense for a student or an employer to falsify any information on a student’s timesheet.

**Tips to Avoid Delayed Paychecks**

- Avoid waiting until the last minute to submit timesheets.
- Submit timesheets on a regular basis. Make sure that you do not submit a timesheet for the same dates in two consecutive pay periods.
- Fill out all timesheets fully and completely.
- Make sure you input the correct job code on the timesheet- ask your supervisor if you do not know what your job code is. This corresponds to the pay rate and does not change.
- Sign your timesheet.

**STUDENT WORKER RESPONSIBILITIES**

All student workers are representatives of CCA. Along with your new work responsibilities, student workers are expected to do the following:

- Read through the Student Employment Handbook thoroughly.
- Learn how to perform the job duties and complete all assignments properly.
- Keep all personal information that you learn on the job absolutely confidential.
- Act in a professional manner.
- Maintain the work schedule that you and your supervisor agreed upon.
- Notify your supervisor if you cannot report to work.
- Be sure your timesheet is submitted on time.
- Check your copy of the timesheet for possible errors before you submit it.
- Keep a copy of your timesheet for future reference.

**PROBLEMS ON THE JOB**

*On Campus Jobs*

If you are having an unsatisfactory experience in your current position, we urge you to try to resolve the differences prior to taking further action. Discuss with your supervisor any problems that you are having. If the discussion fails, notice in writing should be given by both parties to the Student Employment Coordinator, the Director of Student Life and, if applicable, the Human Resources Department.
Off Campus Jobs

The Center for Art in Public Life coordinates all off-campus work-study positions. The majority of these positions are with non-profits, schools and community centers. If you have specific questions regarding these positions contact the Center for Art in Public Life at (510) 594-3763.

Other off-campus jobs and internships can also be viewed on our Job Board but may or may not be directly affiliated with CCA. For information on these positions, contact Career Services or visit their website at: http://www.cca.edu/students/careers.

INTERNATIONAL STUDENTS

International students attending CCA on a student visa are, by law, only permitted to work on campus. In order to be hired for a position on campus, you must obtain a social security number. Additionally, you’ll want to check with the International Student Advisor for requirements and procedures governing the authorization of on campus employment. Additional documents can be completed with the director of International Students and the Student Employment Coordinator.

Students attending CCA on a student visa are legally restricted to working no more than 20 hours per week. This is the maximum allowed total for all jobs. International students are permitted to hold more than one on-campus position at a time, but the weekly total of hours reported cannot exceed 20. As an international student, it is your responsibility to communicate with your employer in the event you accept a new position and need to adjust your work schedule.

Obtaining a Social Security Card

International Students must apply for a social security card by doing the following:

- Fill out all hiring documents.
- Meet with the International Student Advisor.
- Complete Evidence of On-Campus Employment of F1 Status (International) Students Form.
- Meet with the Student Employment Coordinator for a signature.
- You will need to take several forms to the Social Security Administration to apply for a Social Security Card. Please contact the International Student Affairs and Programs office for more information.
It typically takes from 2-6 weeks to receive your social security card but it is possible to get the number prior to receiving your card. International students cannot work until they have their social security number. No exceptions.

**RELATED EMPLOYMENT TOPICS**

**Unemployment Benefits**

All work-study positions are considered temporary employment. Student workers are not eligible to collect unemployment benefits following termination of employment.

**Workers’ Compensation**

Work-study students are covered under CCA’s workers’ compensation insurance for any injury sustained while working. Any student with a work related injury must report it to their supervisor immediately. If the injury is life threatening, call 911. Students that incur non-emergency injuries can seek treatment at the following locations:

**San Francisco**
- Bay Medical Clinic, 2 Connecticut Street, San Francisco
- Concentra Medical Center, 728 20th St, San Francisco
- Concentra Medical Center, 110 Sutter St, Ste. 3, San Francisco

**East Bay**
- Emeryville Occupational Medicine, 6001 Shellmound St, Ste 850, Emeryville
- Concentra Medical Center, 384 Embarcadero West, Oakland
- US Healthworks, 2850 7th St, Ste 100, Berkeley

Students that receive injuries after normal business hours should report to one of the following locations:

- St. Luke’s Hospital, 3555 Caesar Chavez, San Francisco
- Alta Bates Emergency, 2450 Ashby Avenue, Berkeley.

Injuries must be reported to Human Resources (510-594-3683) to file a claim under CCA Workers’ Compensation Insurance. Delays in reporting the injury could delay further treatment.

**Religious Involvement**

Work-study positions must not be involved in construction, operating or maintaining any part of a building used for religious workshop or sectarian instruction.
Voluntary Services

The fair labor standards act of 1938 as amended prohibits employers (including educational institutions) from accepting voluntary services from any paid employee. All student workers must be paid for any and all hours worked.

Termination Procedures

The purpose of termination procedures is to provide an equitable and consistent system for dealing with circumstances in which a student is not performing his or her job to the employer’s satisfaction.

If a student is not performing his or her job responsibilities as defined in writing by his or her supervisor, the supervisor should first meet with the student and explain the specific areas of deficiency in an attempt to solve the problem.

Continued unsatisfactory performance will result in termination of the student by the employing department. It is the responsibility of the employing department to notify the student and the Student Employment Coordinator of the termination.

Grievance Procedures

The purpose of grievance procedures is to provide students with an equitable and consistent system for dealing with job difficulties regarding assigned duties or supervision. A student worker having difficulties should attempt to resolve the problem through formal discussion with his or her immediate supervisor.

If the student is unable to come to a satisfactory resolution with the supervisor, he or she should contact the Student Employment Coordinator in writing stating the grievance and the remedy desired. The matter will be decided and a final decision will be communicated to the student and the supervisor.

Safety

If a student is required to operate equipment (i.e. carts, lifts, ladders), equipment orientation is required. Please make sure that you are aware of any safety procedures for the office or studio in which you work.

Nondiscrimination Policy

CCA is an equal opportunity institution of higher education and is firmly committed to nondiscrimination in its delivery of educational services and employment practices. In compliance with all applicable federal and state laws, such decisions will be made irrespective of the
individual's race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, gender identity or expression, medical condition (cancer-related or genetic condition), disability and/or any other status protected by law. Gender identity or expression includes having, or being perceived as having a gender-related identity or expression whether or not stereotypically associated with a person’s actual or perceived gender. When necessary, the College will reasonably accommodate individuals with disabilities if the individual is otherwise qualified to meet the fundamental requirements and aspects of the program and safely perform all essential functions, without undue hardship to the College and/or without altering fundamental aspects of its educational program.

Sexual Harassment Policy

Sexual Harassment warrants special attention. Conduct in violation of this policy occurs when an individual’s behavior involves: unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome verbal, physical or visual behavior of a sexual nature. If students feel they are being sexually harassed, they should contact the Student Employment Coordinator immediately.

For additional information regarding the above policies and more, please refer to the Staff Handbook: http://www.cca.edu/sites/default/files/pdf/08/staff-handbook2.pdf

FREQUENTLY ASKED QUESTIONS

Does having a work-study award mean I am guaranteed to get a job on-campus?

No, unfortunately we cannot guarantee students on-campus employment because we have more students that are eligible to work then we have jobs.

Does CCA offer job placement?

CCA does not place students in jobs. You have to apply for work-study positions as you would any other job.

Can students have more than one job on campus?

Yes, students can work for more than one office or studio on campus. It is recommended that students do not work more than 20 hours a week while classes are in session. The total number of hours a student may work weekly cannot exceed 40 hours a week, 8 hours in a day, and 5 days in a row. It is important that supervisors are aware of all of the other jobs that you have so that the hourly and weekly maximums you are allowed to work are not exceeded.
How many hours may a student work?

While classes are in session, students are encouraged not to work more than 20 hours per week. Students may not work more than 40 hours per week on campus. During holiday breaks and summer sessions, no student may work more than 37.5 hours a week. International students are not permitted to work more than 20 hours per week. No exceptions.

Can I work overtime?

Since students are not permitted to work more than 8 hours a day, 5 days a week or more than 40 hours a week, you will not earn overtime wages. It is your responsibility to inform your supervisor(s) of any other on campus jobs for which you are hired.

Do I have to fill out new hiring paperwork every semester?

No. New paperwork is only required at the beginning of each academic year or new position.

What happens if I drop below 6 units?

You must stop working immediately if you drop below 6 units (2 classes).

Can I be fired?

Yes. Misrepresenting yourself on your application or hiring materials, poor performance, failure to work scheduled hours, lack of available funding, or any other generally accepted reason to discontinue employment may result in your employment with the college being terminated.

Can I set up direct deposit for my paychecks?

Direct Deposit and paperless pay statements are available. Check in with the Payroll office for details.

What happens if I have not been paid?

If you do not receive your paycheck, please contact your supervisor to make sure that all of the hiring paperwork was completed correctly and sent in to the Financial Aid Office in a timely fashion. If your paperwork is incomplete or inaccurate then you and your supervisor must correct it in order for you to be paid. If all steps were properly taken by you and your supervisor, then you should contact the Student Employment Coordinator and the Payroll Office to determine why you did not receive a check. Every step will be taken to rectify the matter as quickly as possible.

I work in two different jobs that occasionally need me to work a combined work day of over 8 hours total, or more than 40 hours a week. I don't understand why I can't do this if I am needed.

Due to a variety of factors including labor laws, overtime pay, college policies and educational codes, student employees may not work more than 8 hours a day (total hours worked for all jobs), 40 hours a week, or 5 days a week Monday- Sunday. A student’s commitment to their studies should always be the main priority.
CONTACT INFORMATION

Financial Aid Office
Avery R. Klotsche
Student Employment Coordinator, Financial Aid Counselor
415.703.9576
aklotsche@cca.edu

Payroll Office
Romy Doan
Payroll Account Assistant
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510.594.3666

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415.703.9570

WORK-STUDY FORMS

Go to: http://www.cca.edu/admissions/financialaid/hiringforms