Work-Study Positions in OVS

OVS is now accepting applications for work-study within OVS.

**Job Description:**
Students will work in the OVS office during normal office hours (Monday thru Friday, 0830 – 1700). Within that window, students will work hours fit within the student’s academic schedule and follow all University guidelines regarding COVID-19 protocols. Duties include:

- Providing front-line customer service while working at the OVS front desk
- Assist OVS personnel with administrative duties (e.g. certification paperwork)
- Assist OVS personnel with occasional special events and outreach events (e.g. annual Roll Call event)
- Special individual projects as assigned

**If selected, when can I start?**
- Students may begin work in January after they are selected and approved by the VA, assuming they are registered and certified for the *Spring 2022 term*.

**How much would I be paid?**
Pay is based on the higher of the Federal minimum wage or the State/Local minimum wage. Right now, that number is $7.25 per hour.

**How many hours per week can I work?**
Work-studies are limited to no more than 25 hours times the number of weeks in the enrollment period. Work-study students can typically work about 15 hours a week, plus potential other opportunities outside of regular office hours.

**Who can apply?**
Students must meet both of the following two criteria:

1. Student must be receiving VA educational benefits i.e. student must be “certified” for the term in which they are working. This includes students certified under any of the following programs:
   a. Montgomery GI Bill® (aka chapter-30)
   b. Post-9/11 GI Bill® (aka chapter-33). This includes dependents as well as former service members.
   c. Vocational-Rehab program (aka chapter-31)
   d. Survivors & Dependents Educational Assistance program (aka chapter-35)
   e. Selected Reserve Educational Benefit program (aka chapter-1606)

2. Students **must be enrolled** at a rate of 75% or above during the term they are working (these calculations vary during the summer term).
3. Students should have a cumulative GPA of 2.5 or higher.

If selected, can I stay on to work subsequent terms as well?
Yes, there is an opportunity for students to stay on for multiple terms.

How can I apply?
Send your completed VA Work Study Application (VA Form 22-8691, found at https://www.vba.va.gov/pubs/forms/vba-22-8691-are.pdf) along with your resume and any additional documents to veterans@pitt.edu. NOTE: For veteran applicants, if you received a service-connected disability rating of 30% or greater, please annotate so on your application.