Carnegie Mellon participates in the Federal Community Service Program during the academic year and summer work periods. Any Carnegie Mellon student who qualifies for a federal work-study award is eligible to participate in this program.

**WHAT IS COMMUNITY SERVICE?**

The definition of a Community Service, according to the Federal Government, is: “Services that are designed to improve the quality of life for community residents, particularly low income individuals, or to solve particular problems related to their needs”.

**COMMUNITY SERVICE JOBS**

Most community service positions are involved with one or more of the following: community involvement, neighborhood improvement, social services, childcare, and literacy training.

All jobs must pay a minimum of $8.25 / hour to a maximum of $12.00 / hour. Students are paid through the Carnegie Mellon Payroll System every 2 weeks. Employers are billed once per month by the Accounting Department.

**HANDSHAKE**

Community Service jobs are posted online in Handshake under CMU Off-Campus Federal Community Service and will specify that work-study eligibility is required. Qualified students interested in the job apply directly to the employer through Handshake, and the employer contacts students they want to interview. Employers must contact Enrollment Services to verify work-study eligibility before making a job offer.

**BENEFITS**

A Federal Community Service job benefits both the employer and the student. It offers qualified nonprofit employers the opportunity to advertise community service jobs and hire Carnegie Mellon students at a reduced rate without the added cost of payroll processing.

For the student, it provides opportunities for experiential learning and professional growth while improving the quality of life within the community. In addition, students earn money while developing new skills and experiences to enhance their resumes.

**FOR MORE INFORMATION, CONTACT:**

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http://www.cmu.edu/career/faculty_and_staff/on-campus_employment_for_staff/index.html