

## **Important Dates for Service-Learning Work-Study Students Candidates**

**Tuesday July 21<sup>st</sup>** - Interest Meeting for the Work-Study tutoring program in Overcash 220 from 12:00-1:00pm.

**Wednesday July 22<sup>nd</sup>** - You will need to have your application completed and turned into Cassie Moore by **12:00 noon**. No applications will be accepted after 12:00noon. You can fax the application to 704-330-6442, bring it to Overcash 241D on Central Campus or e-mail it to [cassie.moore@cpcc.edu](mailto:cassie.moore@cpcc.edu). You can find an electronic copy of the application at <http://www1.cpcc.edu/service-learning/tutoring>.

**Thursday July 23<sup>rd</sup>** - You will be contacted on **Thursday** to schedule an interview if you are selected. Please be sure to put on your application what the best number is to contact you at. **In order for you to be interviewed we must be able to contact you on Thursday July 23<sup>rd</sup>.**

**Monday and Tuesday July 27<sup>th</sup> and 28<sup>th</sup>** - If contacted for an interview you must be available for an interview on one of these days. **Interviews will be held in Overcash 243.**

**Wednesday, July 29<sup>th</sup>** - You will be contacted by **July 29<sup>th</sup>** to let you know whether or not you will be hired for the position.

**Tuesday, August 4<sup>th</sup>** - If you are hired you will need to attend a **mandatory** meeting on Tuesday, August 4<sup>th</sup> you will have two options for meeting times: **11:00-12:30pm or 3:00-4:30pm**. **You must be present at one of those times**. The meetings will be held in Overcash 243. You will need to bring your driver's license, social security card and either your passport or birth certificate to complete the paperwork for a new hire.

**\*\*If hired you are required to attend a mandatory training session at the school you are placed.**

- **Greater Enrichment of Charlotte: August 12<sup>th</sup> from 10:30-11:30am**
- **Elizabeth Traditional: TBD**
- **First Ward Elementary: Sept 3<sup>rd</sup> from 2-3pm**
- **Siegel Ave Preschool: TBD**

**August 25<sup>th</sup>** - The start date for your work-study position will be **August 25<sup>th</sup>**, the first day of classes for Charlotte Mecklenburg Schools.

For more information about our work-study program please visit our website: [www.cpcc.edu/service-learning](http://www.cpcc.edu/service-learning). The work-study section will be to the left. If you have any questions please contact Cassie Moore at 704-330-6824 or [cassie.moore@cpcc.edu](mailto:cassie.moore@cpcc.edu).