

NEBC

WORK STUDY PROGRAM

2025-2026

# Program Overview

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- ❑ Opportunity for students to work for tuition.
- ❑ NEBC does not participate in government loans.
- ❑ Students must be:
  - ❑ Full-time
  - ❑ Exhibit growing relationship with Christ
  - ❑ Maintain 1.5 GPA
  - ❑ Meet expectations of supervisor & Student Handbook
  - ❑ Eligibility reviewed every semester

# Purpose of Work Study Program

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- ❑ To provide students who could otherwise not attend NEBC without incurring student debt, with an opportunity to work for their tuition.
- ❑ To develop and prepare students to be witnesses of Jesus Christ in their workplaces, by developing strong work ethics, learning to effectively carry responsibilities, and exercising abilities to lead and work under authority in the workplace.

# Expectations

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- ❑ Enthusiasm for work study position
- ❑ Integrity in work habits
- ❑ Respect in personal conduct
- ❑ Work as a Team with staff & peers
- ❑ Show Initiative
- ❑ Show Accountability

# Work Hours

- ❑ 12 hours X 14 weeks = 168 Total Hours for the semester
- ❑ Students responsible for tracking hours
  - ❑ Submit weekly & accurately – in Populi “class”
  - ❑ Hours not submitted will be assumed zero worked
- ❑ Balance of work hours at end of semester to be charged at \$20.24 / hr rate. (Semester Tuition - \$3,400)
- ❑ Hours can be made up &/or stockpiled – with communication & approval of supervisor.

# Holidays, Vacations & Snow Days

- No work study required on holidays or school breaks, unless previously arranged with supervisor.
  - (Hours must be made up however)
- No work study required during Fall Research Week or Spring Lecture Series.
- No work study required during hours of Inclement Weather – NEBC will notify student body.

# Schedule

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- ❑ Weekly Schedule: coordinate with supervisor
- ❑ Scheduled Time Off: coordinate with supervisor.
  - ❑ Must be approved by supervisor.
- ❑ Unscheduled Time Off (illness, death in family):  
Notify supervisor via phone or text ASAP.

# Departments (1 of 3)

- Facilities & Maintenance – Building & Grounds
  - Supervisor – Ed Lucas
- Library – Maintain & Update Library Collection
  - Supervisor – Catherine Spiller
- Admissions – Tours, Outside Events & Mailings
  - Supervisor – Michael Carrel
- Northeastern Baptist Press (“NEBP”) – Admin, Social Media
  - Supervisor – Tori Pantaline
- Business & Administration – Finance, Payroll, Operations, etc.
  - Supervisor – Professor David King



# Departments (2 of 3)

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- Institutional Readiness – College Accreditation, Projects
  - Supervisor – Dr. Lorrie Francis
- Resident Assistants – Supervise Dorms
  - Supervisor – Tony Levesque
- Student Life – Event Planning
  - Supervisor – Tony Levesque
- Hebrews Café & The Well – Food Service & Store
  - Supervisor – Professor Deb Woodcock & Genesis Taraski

# Departments (3 of 3)

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- ❑ Housekeeping – Cleaning of Campus & Dorms
  - Supervisor – Abby Joseph
- ❑ Academic Office – Office & Clerical Duties
  - Supervisor – Becky McDill
- ❑ Registrar & Early Scholars – Office & Clerical Duties
  - Supervisor – Becky McDill
- ❑ President's Office – Office & Reception Duties
  - Supervisor – President Ballard & Lola Payne

# Other Guidelines

- ❑ Dress appropriately for position.
- ❑ Use college equipment & tools appropriately.
  - Equipment use for NEBC school work is permitted with approval of supervisor.
    - (printer use for class paper, etc.)
- ❑ Keep personal phone calls & texting during work hours to a minimum.
  - Ear buds are ok, if appropriate with job duty & approval of supervisor.
- ❑ No personal social media on NEBC computers.
- ❑ If working with personnel files, strict confidentiality is expected.

# Final Notes...

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- Email Questions or Comments to
  - Tony Levesque: [t.levesque@nebcvt.org](mailto:t.levesque@nebcvt.org)