

## **Federal Work Study Information**

### **IMPORTANT NOTICE:**

All students who have been awarded Federal Work Study (FWS) are encouraged to find a job promptly. Departments on campus are eager to hire students with Federal Work Study and usually do the bulk of their hiring during the first three weeks of each semester.

If you need assistance in obtaining a work study job, contact the Career Management Center at 870-972-3025.

### **What is the Federal Work Study Program?**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study.

The Federal Work Study program offers part-time jobs for students on the ASU campus and in a limited number of off campus community service jobs. Practically all departments on campus have jobs available for work study employees. This provides a wide range of experiences for students and allows them to seek jobs related to their course of study. Employers will assign responsibilities based on your skills and abilities.

The total number of hours you may work each week depends on the amount of your Federal Work Study award from the Office of Financial Aid & and Scholarships.

### **How can I participate?**

To apply for the jobs students must first complete the free application for federal student aid (FAFSA). Then the student must be offered and accept the Federal Work Study award from the Financial Aid office. After accepting an offer of Federal Work Study, through the banner system, from Financial Aid a student may apply for Federal Work Study jobs. The jobs are posted in Career Connect the electronic job management system used by the Career Management Center. For assistance in creating a Career Connect Account or accessing your account contact the Career Management Center at: 870-972-3025.

### **How do I get the job?**

Federal Work Study Jobs are limited and are not guaranteed. Students awarded Federal Work Study are responsible to seek out a job that interests them, contact the department and schedule an interview. Jobs are posted in Career Connect. To view these jobs in Career Connect select job search and select Select Federal Work Study as the job classification. Each job has a contact person listed in the job advertisement. The job description in Career Connections will indicate how employers want students to apply. Some work study employers allow students to apply on line through Career Connect. Some employers require students contact them personally, or schedule an interview.

### **Can I work as many hours as I want?**

No. The amount you earn can't exceed your total Federal Work-Study award. When assigning work hours, your employer will consider your class schedule and your award to determine the maximum number of hours you can work weekly.

### **How will I be paid?**

Students submit their worked hours in their Self Service Banner Account to be approved by their supervisor. For assistance with this ask your supervisor. Students will receive pay the first and fifteenth of each month. Also, your school must pay you directly, unless you request that the school make payments to your bank account or use the money to pay for your education-related institutional charges such as tuition, fees, and room and board.

## **Tips for securing a Work Study Job**

Prepare yourself before calling to schedule a job interview - think about the following: Market your skills and abilities to the employer. Arrive on time! Show the employer that you are genuinely interested in the job. Be prepared to show the interviewer your class schedule. Be prepared to explain why you want to work in that department. This is a common interview question. Dress for the occasion, think about the environment and dress appropriately. Think about what skills and abilities the interviewer will be seeking? Do you possess the skills for the job? Can you work the days and hours required? Still uneasy? Seek advice from a career specialist in the Career Management Center Room 2167 in the Student Union Building. 870-972-3025. We can help you feel more comfortable with a job interview! We also have printed information to help you with interviewing skills.

## **Things to Remember**

1. You may work in no more than one employment program at a time on our campus.
2. Your supervisor will determine how many hours you work and the work schedule around your class schedule.
3. You should dress appropriately for your job. Your employer will discuss the dress for that particular department.
4. Please do not allow friends to visit you while you are at work.
5. Please do not use office computers for personal work while you are on the clock, and before you have checked with your supervisor to see that it is ok.
6. Federal College Work Study is a REAL JOB.
7. Take your job seriously. You provide a vital function as a student employee. Make it a professional development opportunity for yourself.
8. Be on time for work, and if you must be absent, make it for a good reason and let your employer know in advance of your scheduled work time.
9. Communicate with your supervisor. Discuss problems and concerns immediately. Don't quit a work study job because you are reluctant to discuss a problem with your supervisor. If you do quit work study you may not be able to replace it with another form of student aid, so plan in advance.
10. Be responsible for your actions, if you make a mistake, admit it and move on. Learn from your errors. Always look for something else to do when you finish a task.
11. Learn to take constructive criticism. It is only a tool its sole purpose is to improve your performance, which essentially helps you master valuable skills that you will need in the future if you want to remain in the workforce.
12. You can be terminated for inadequate job performance, excessive unexcused absences from work, insubordination, or failure to follow the rules in your workplace. Discuss these issues with your immediate supervisor when you are hired.

## **Summary**

1. You choose where you would like to apply and work.
2. Campus employers interview and select who they want to hire.
3. You have one source for employment on campus: The Career Management Center.
4. You will learn and develop valuable skills that are needed to obtain employment after graduation through your interview and employment process.
5. Work Study is a real job, you must work to earn - studying on the job is not allowed.
6. Your skills are valuable.
7. Your appearance is critical.
8. Promptness is vital, so report to work on time.
9. Do a good job and earn the rewards!

For more information contact:

Arkansas State University Career Management Center Room 2167 Student Union Building Phone: 870/972-3025. The Career Management Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.