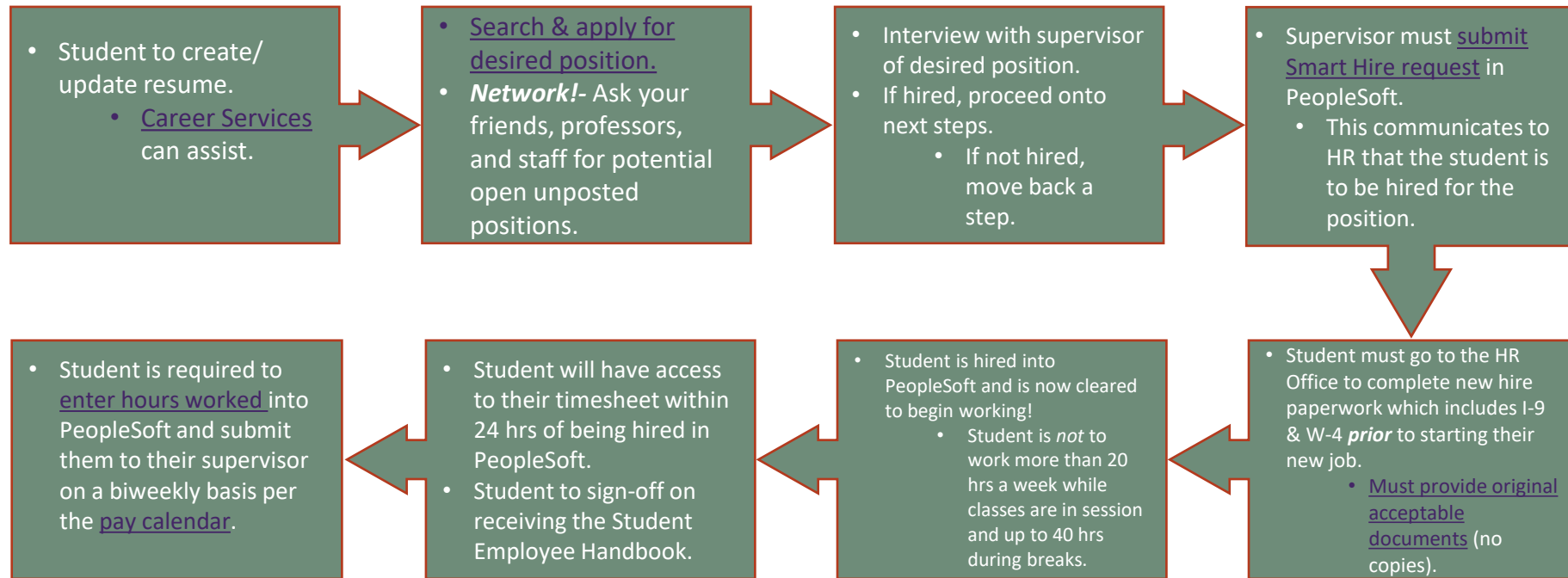




Step by Step Student Employment Process for an On-Campus Job



WORK-STUDY Whether Federal or institutional, the award of work-study is not a guarantee of funds, and it will not be deducted from your bill. Work-study is part of the self-help portion of financial aid; students are encouraged but not required to work on-campus. ***If interested in working, students must be proactive in applying for open positions.*** Students awarded federal work study have priority to secure a position during the first two weeks of each semester. Students awarded HWS work study may pursue campus employment after the first two weeks of classes. Students who choose to work will receive a bi-weekly paycheck for wages earned. Work study funding does not apply as a credit to the student’s bill. The Office of Financial Aid awards work-study; however, the Human Resources Office handles all other aspects of student employment opportunities which are listed online.

INTERNATIONAL STUDENT WORKERS Whether Federal or institutional, the award of work-study is not a guarantee of funds, and it will not be deducted from your bill. Work-study is part of the self-help portion of financial aid; students are encouraged but not required to work on-campus. ***If interested in working, students must be proactive in applying for open positions.*** Students awarded federal work study have priority to secure a position during the first two weeks of each semester. Students awarded HWS work study may pursue campus employment after the first two weeks of classes. Students who choose to work will receive a bi-weekly paycheck for wages earned. Work study funding does not apply as a credit to the student’s bill. The Office of Financial Aid awards work-study; however, the Human Resources Office handles all other aspects of student employment opportunities which are listed online.