Some UCSC Students qualify for Work-Study. Contact the Office of Financial Aid and Scholarships to find out if you are eligible!

**What is Work-Study?**

- Work-Study is a federal program that allows on-campus and select off-campus employers to hire students at a reduced cost. The program pays a percentage of a student's wages. The remaining balance is paid by the employer.
- Students in the Work-Study program are awarded a set dollar amount for each academic year. If their wages exceed the amount, it is up to the employer whether they can continue to work beyond the limit.
- Only students who qualify for Work-Study may apply for Work-Study designated positions.
- For information on applying and qualifying, contact UCSC’s Office of Financial Aid.

**Where do I apply for Work-Study jobs?**

- UCSC Work-Study positions are posted on the Career Center’s Employee Request (ER) System, an online database for on-campus, part-time student jobs.
- Our career and peer advisers can assist you in navigating the job search, writing a resume and cover letter, and refining your interview skills to help you strengthen your application.

**Questions about your award?**

Visit the Office of Financial Aid and Scholarships at financialaid.ucsc.edu or in person at 205 Hahn Student Services Building

**Am I Eligible for Work-Study?**

- Check if a Work-Study award is listed on your FASFA form. Visit www.fafsa.ed.gov, and click on “My Aid Award” to view the maximum amount of money you may earn for the year.
- Contact UCSC’s Office of Financial Aid and Scholarships to learn more about applying and qualifying for Work-Study.

**Am I guaranteed a job if I qualify for Work-Study?**

No. While there are over 4,000 student positions on-campus and that are readily available, there is no job placement guarantee for Work-Study students and the application process is competitive.

**Important Dates and Tips for Student Employment**

<table>
<thead>
<tr>
<th>Important Date</th>
<th>Tip</th>
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<tr>
<td>10 days before fall quarter begins</td>
<td>New frosh and transfer students may access the online employment database where Work-Study jobs are posted</td>
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<tr>
<td>First day of fall quarter</td>
<td>Earliest day to begin Work-Study position(s)</td>
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<tr>
<td>Week before instruction starts</td>
<td>Student employment orientations; for times and locations, visit careers.ucsc.edu</td>
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<tr>
<td>Earliest day to begin Work-Study position(s)</td>
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<tr>
<td>Last day of spring quarter</td>
<td>Work-Study employment ends</td>
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UCSC employs over 4,000 students in part-time positions such as lifeguards, research assistants, tutors, programmers, tour guides, and more!

**When should I look for employment?**

- Students should begin searching and applying for jobs early in the year and continue the process as new positions become available throughout the year.

- While virtually all campus departments hire students, the largest employers on campus include Dining Services, OPERS, Physical and Biological Sciences, the Libraries, and Learning Support Services.

**Applying for Jobs**

- Write a resume and targeted cover letter that includes past employment, leadership experience, extracurricular activities, volunteer work, and unique skills specific to each job.

- No experience? Meet with an adviser to build your resume and discover ways to get involved.

- Students can make an appointment or drop-in for resume and cover letter assistance.

**Where and how do I apply for jobs?**

- Many on-campus student positions are listed online via the Employee Request (ER) System. Off-campus non-university positions can be found on SlugQuest. Both of these employment databases can be accessed through the Career Center website at careers.ucsc.edu.

- Some positions aren't posted and can be found through networking. Stop by the office or department where you would like to work.

  *Note that all students hired by UCSC must present proof of eligibility to work in the United States. A complete list of acceptable documents can be found at uscis.gov/files/form/i-9.pdf

**Next steps...**

- Check out our events calendar at careers.ucsc.edu
- Schedule an appointment to meet with a career adviser
- Attend workshops on resume & cover letter writing, interviewing skills, networking, and more

More Guides from the Career Center:

- Resume Guide
- Cover Letter Guide
- Internship Guide
- Interview Prep Guide