



# Work-Study Employment Guide

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](http://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](http://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**

**10 days before fall quarter begins**

New frosh and transfer students may access the online employment database where Work-Study jobs are posted

**First day of fall quarter**

Earliest day to begin Work-Study position(s)

**Week before instruction starts**

Student employment orientations; for times and locations, visit [careers.ucsc.edu](http://careers.ucsc.edu)

**Last day of spring quarter**

Work-Study employment ends



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](http://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](http://uscis.gov/files/form/i-9.pdf)

### ***Next steps...***

- Check out our events calendar at [careers.ucsc.edu](http://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**