Federal Work-Study
Student Information Webinar
2022-23

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Angi Carrillo-Humphreys, Counselor, Career Development Center
Elyana Campos, Human Resources Payroll Office
AGENDA

• What is Federal Work Study?
• Eligibility and Requirements?
• Time Frame and Get Started
• Rights and Responsibilities
• Getting Paid
• Benefits of Federal Work Study
• Where to find Federal Work Study Jobs
• Resume Assistance Resources
• FWS Resources
• Questions

22/23 FWS Student Information Webinar
Federal Work-Study (FWS) is a form of Financial Aid awarded to those who demonstrate financial need.

- Students earn income in a FWS job up to their award amount.
- Earnings are not counted in the FAFSA calculation.
- Purpose to gain work experience and earn funds to pay for educational expenses.
How Can I Be Considered?

1. **FAFSA** each year - October 1 - March 2 *priority filing deadline*
2. Have earned FWS wages in the previous academic year
3. **FWS Eligibility** must be met each academic year
4. Satisfactory Academic Progress (SAP)
5. Accept your FWS offer on your student portal
Student Financial Aid Offer

- Student Center
- Accept/Decline Financial Aid
- 2023 Year
- Submit Acceptance

Need Assistance?
Using MyCSULB
Who is involved?

- YOU! (Student)
- Career Development Center
- CSULB Employers
- Human Resources Payroll
- Financial Aid Office
How Can I Keep FWS?

1. Undergrad, Graduate and Credential – 6 units minimum all grade levels
2. Be in good academic standing
3. Work under the FWS program, not to exceed, your FWS award amount
4. One FWS job at a time and no more than 20 hours a week
5. On campus jobs and must be identified as Federal Work-Study
Satisfactory Academic Progress

**SAP Standards:**

- GPA
- Pace
- Maximum Time Frame

**Appeal:**

- End of each term
- Time sensitive
Where Do I Start?

Career Development Center

*CareerLINK*

Visit *CareerLINK* via your student portal. To search for FWS jobs, use “FWS.”

Financial Aid Award

Make a copy of your Financial Aid award and copy of your classes with units.

Department

If you are interested in working in a specific department/college, check-in with their office.

Email

Check your student CSULB email for job opportunities from campus.
When Can I Work?

**Fall 2022**
- First Day: August 22, 2022
- Last Day: December 17, 2022

**Spring 2023**
- First Day: January 19, 2023
- Last Day: May 13, 2023

*Provided all paperwork with Payroll is complete.*
Rights and Responsibilities

• Get Hired - Use FWS or lose it!

• Here is the link to the employee new hire paperwork on DocuSign. Please complete the paperwork, print it out, and bring it and your original I-9 documents and Social Security card to Payroll Services in Brotman Hall 344. We are open Monday to Friday, from 8:00 am to 4:30 pm. This should be completed by the third day of your employment. Please email payroll@csulb.edu with any questions about the paperwork.

• On-Campus employment for all stateside campus positions combined (TA/GA/ISA/SA) is a maximum of 20 hours per week during the academic period. Keep track of your hours and earnings!

• Communicate any work concerns with your Supervisor first. Your college or department Administrative Services Manager (ASM) is an alternative.
How do I get PAID?

Sign up at Student Payroll Direct Deposit

Work Directly with Supervisor to complete your timesheet

PAID once per Month by the 15th
What Are The Benefits of Working?

- Flexible work schedule (find a job that works around your class schedule)
- Gain work-related skills valued by future employers, such as:
  - Time management
  - Teamwork
  - Planning and Organizing
  - Initiative
  - Communication
- Build a professional network
- Develop professional references
- Experience career options first-hand
- Sense of community and involvement on campus
Where can I find Work-Study Jobs?

Sso.csulb.edu
Guest Relations Tour Guide - FWS 108

CSULB - University Outreach & School Relations
Long Beach, California, United States
Federal Work Study

Graduate Assistant OURS/UROP FWS 504

CSULB - Undergraduate Research Opportunity Program
Long Beach, California, United States
Federal Work Study
Apply by Jul 25

Desktop Support Technician On Site and Remote #525

CSULB - Enrollment Services
Long Beach, California, United States
Federal Work Study

Human Resources Student Assistant - On Campus FWS #264

CSULB - HR Department
Long Beach, California, United States
Desired Class Level(s)
Freshman, Sophomore, Junior, Senior, Post-Bacc Undergraduate

Desired Skills
- Friendly Personality
- Oral Communication
- Customer Services

Description
This administrative position is responsible for providing tours, distributing university publications, and offering general information on admissions, academic programs, student support services and campus life. Services are provided to prospective students, as well as to parents and other interested clientele. This is a work study position. Training will be provided.

Position Requirements:
- Must be enrolled at CSULB in at least 6 units
- Must be in good academic standing, with a cumulative GPA of 2.7 or higher

Position Qualifications:
- Demonstrate CSULB pride
- Strong communications and interpersonal skills
- Interest in working with diverse populations
- Ability to handle multiple tasks
- Strong customer service skills

Application Deadline:
Sep 15, 2022
- **Time Commitment**: Availability Monday through Friday. Approximately 10 hours or more per week, depending on availability and need. Occasional weekend hours.

- **Pay rate**: Salary $15.00/hour.

- **Contact Info**: Complete UOSR application and include: cover letter, Fall class schedule and a copy of your detailed work study award for the year.

- **Training dates**: Open until filled.

For more information, contact:

Linda Williams
Guest Relations Supervisor
linda.williams@csulb.edu

- Training provided in August
- Position is for Fall 2022 through Spring 2023
APPLICATION INFORMATION

Requested Document Notes
- Resume
- Completed UOSR application
- Cover Letter
- Fall schedule
- Work Study Award
Important Dates

Posted On: Jun 15, 2022
Application Deadline: Sep 15, 2022

Note on requested documents:
- Resume
- Completed UOSR application
- Cover Letter
- Fall schedule
- Work Study Award

* indicates a required field

If you wish to apply, please select the document(s) to include and click Submit.

Resume *
Choose a Resume to submit for this position.

Add New

Notes:
If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.

Submit
2022 ON-CAMPUS STUDENT EMPLOYMENT JOB FAIR

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2022 On-Campus Student Employment Job Fair - Thursday, August 18 | 10 AM - 1 PM

Want to Work On-Campus?

Meet CSULB departments and auxiliaries to learn about opportunities for hire.

- Available Positions: Federal Work Study, student assistants, research assistants, and graduate assistants
- RSVP and Attend on CareerLINK (accessible via asscsulb.edu) and go to Events > 2022 On-Campus Student Employment Job Fair
- Attend a Workshop to Prepare for the Job Fair
- Tue, Aug 2 @ 12PM - How to Find a Part-Time, Full-Time or On-Campus Job
- Mon, Aug 8 @ 1PM - Resume & Cover Letter Writing
- Wed, Aug 10 @ 12PM - Prepare for the On-Campus Student Employment Job Fair

Career Development Center Student Job Fair 2022
FWS Resources

CSULB Financial Aid and Scholarships Office - Federal Work Study
562.985.5471 option 4
Monday-Thursday: 8:30 AM - 5:00 PM, Friday: 9:00 AM- 5:00 PM
Closed for lunch 12:00 PM – 1:00 PM

Enrollment Services Beach Central One Stop
Financial Aid Appointments (In-person or Virtual)
Monday-Thursday: 8:30 AM – 4:30 PM, Friday: 9:00 AM- 4:30 PM

Career Development Center - CareerLINK
(562) 985-4151
Monday-Friday 8:00 AM – 5:00 PM

Human Resources and Payroll payroll@csulb.edu
(562) 985-4164
Monday-Friday 8:00 AM – 5:00 PM
QUESTIONS?

Financial Aid and Scholarships Office | 562.985.5471

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