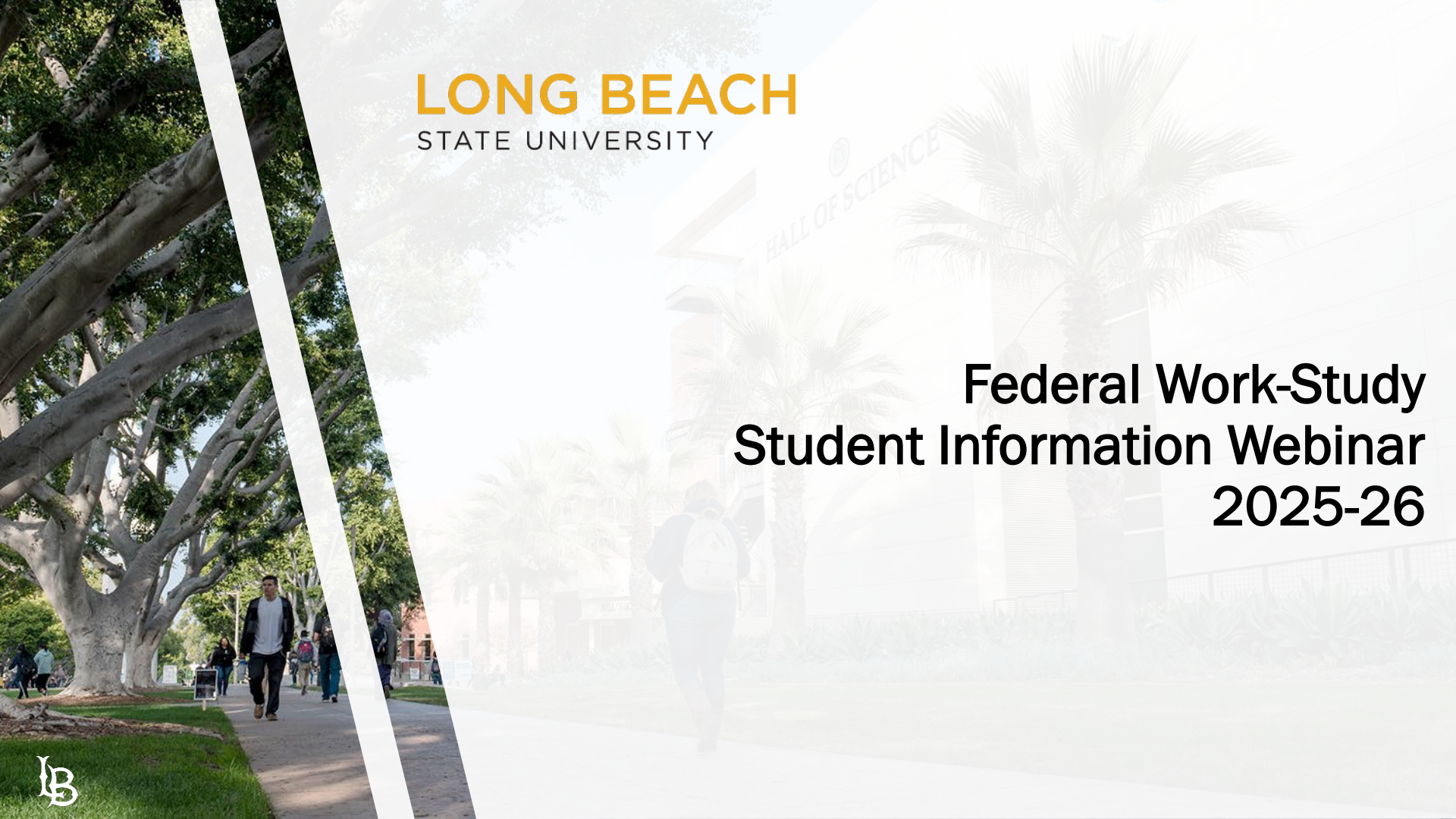




LONG BEACH
STATE UNIVERSITY

**Federal Work-Study
Student Information Webinar
2025-26**



TOPICS

- 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



What is Federal Work-Study?

- 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. [FWS Eligibility](#) must be met each academic year
3. Satisfactory Academic Progress ([SAP](#))
4. Accept the FWS offer on your [student portal](#)



Student Financial Aid Offer

Aid Year 2023		Financial Aid Year 2022-2023		ID	
				Institution LBCMP	
Item Type	Description	Career	Offered	Accepted	
00000010100	Federal Pell Grant	UGRD	6,895.00	6,895.00	
00000010100	Federal Supp. Educ. Opp Grant	UGRD	500.00	500.00	
00000010100	State University Grant	UGRD	5,742.00	5,742.00	
00000010100	Educational Opportunity Grant	UGRD	800.00	800.00	
000000030000	Federal Work Study	UGRD	4,000.00	4,000.00	
00000040011	Direct Subsidized Loan 1	UGRD	1,500.00	0.00	
00000040001	Direct Unsubsidized Loan 1	UGRD	2,000.00	0.00	
00000090000	ESTIMATED Pell Grant	UGRD	0.00	0.00	
00000090001	ESTIMATED SEOG Grant	UGRD	0.00	0.00	
00000090002	ESTIMATED State Grants	UGRD	0.00	0.00	
00000090003	ESTIMATED EOP Grant	UGRD	0.00	0.00	
00000090004	ESTIMATED Subsidized Loan	UGRD	0.00	0.00	
00000090005	ESTIMATED Work Study	UGRD	0.00	0.00	
00000090011	ESTIMATED Unsubsidized Loan	UGRD	0.00	0.00	
TOTAL			25,467.00	17,967.00	

- Student Center
- Accept/Decline Financial Aid

Need Assistance?

[Using MyCSULB](#)
[CSULB Beach Central](#)

Who is involved?

YOU!
(Student)

Career
Development
Center

CSULB Employers

Human Resources
and Payroll
Office

Financial Aid &
Scholarships
Office



How Can I Keep FWS?

1. Undergrad, Graduate and Credential – [6 units minimum](#) all grade levels
2. Be in [good academic standing](#)
3. Do not to exceed your FWS award amount
4. Only have one FWS job at a time and work no more than 20 hours a week
5. **On campus** jobs and must be identified as Federal Work-Study



CSULB Satisfactory Academic Progress

DETAILS OF SAP EVALUATION

1. GPA Standard

Status: OK

Minimum Required Cumulative GPA: 2.000

Your Cumulative GPA: 3.355

2. Pace Standard

Status: OK

Required Percentage of Units Completed: 67.0%

Your Percentage of Units Completed: 100.0%

Cumulative Units Completed for Pace: 31.00

Cumulative Units Attempted for Pace: 31.00

3. Maximum Time Frame Standard

Status: OK

Your Maximum Time Frame (MTF) is calculated based on the major shown below. Click the policy link above for details of how your MTF allowance is calculated as well as the types of units that count towards this limit.

Note that any additional academic objectives (majors, minors, certificates) you may pursue must also be completed within this limit. Be aware that the CSULB Timely Graduation policy may be more restrictive than the unit limits below.

Maximum Time Frame Based on the Following Plans:

Pre-KIN Phys Ed Teacher Ed

Maximum Units Attempted Allowed for Program: 180.00

Maximum Remaining Units Attempted Allowed: 149.00

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
2025

- First Day: *August 25, 2025*
- Last Day: *December 18, 2025*

Spring
2026

- First Day: *January 20, 2026*
- Last Day: *May 16, 2026*



Student Employment – Next Steps

1. Complete New Hire Paperwork

- Access via DocuSign: [New Hire Paperwork](#)
- Print & bring the forms along with your original [I-9 docs](#) and original Social Security card Payroll Services which is located at Brotman Hall 344
- Payroll Hours: Mon–Fri, 8:00 AM–4:30 PM
- Deadline: Within 3 days of employment

2. Work Hour Limits

- Max **20 hrs/week** across all campus stateside jobs (TA/GA/ISA/SA) when classes are in session.
- Remember to track your hours & earnings so you do not go over.

3. Workplace Support

- Communicate any work concerns with you Supervisor.
- Your college or department [Administrative Services Manager](#) (ASM) is an alternative

How do I get PAID?

- Work Directly with Supervisor to complete your timesheet and submit by the deadline.
- Hours submitted late will be delay your pay.
- Student get PAID once per Month by the 15th for the hours you worked the previous month.
- Once you have received your first check you should sign up for [direct deposit](#).
- Questions? studentpayroll@csulb.edu

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?



CareerLink -
Student



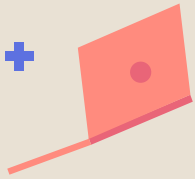
sso.csulb.edu



How to Apply for FWS Jobs



Career Development Center



- Log into your Single-Sign-On (SSO)

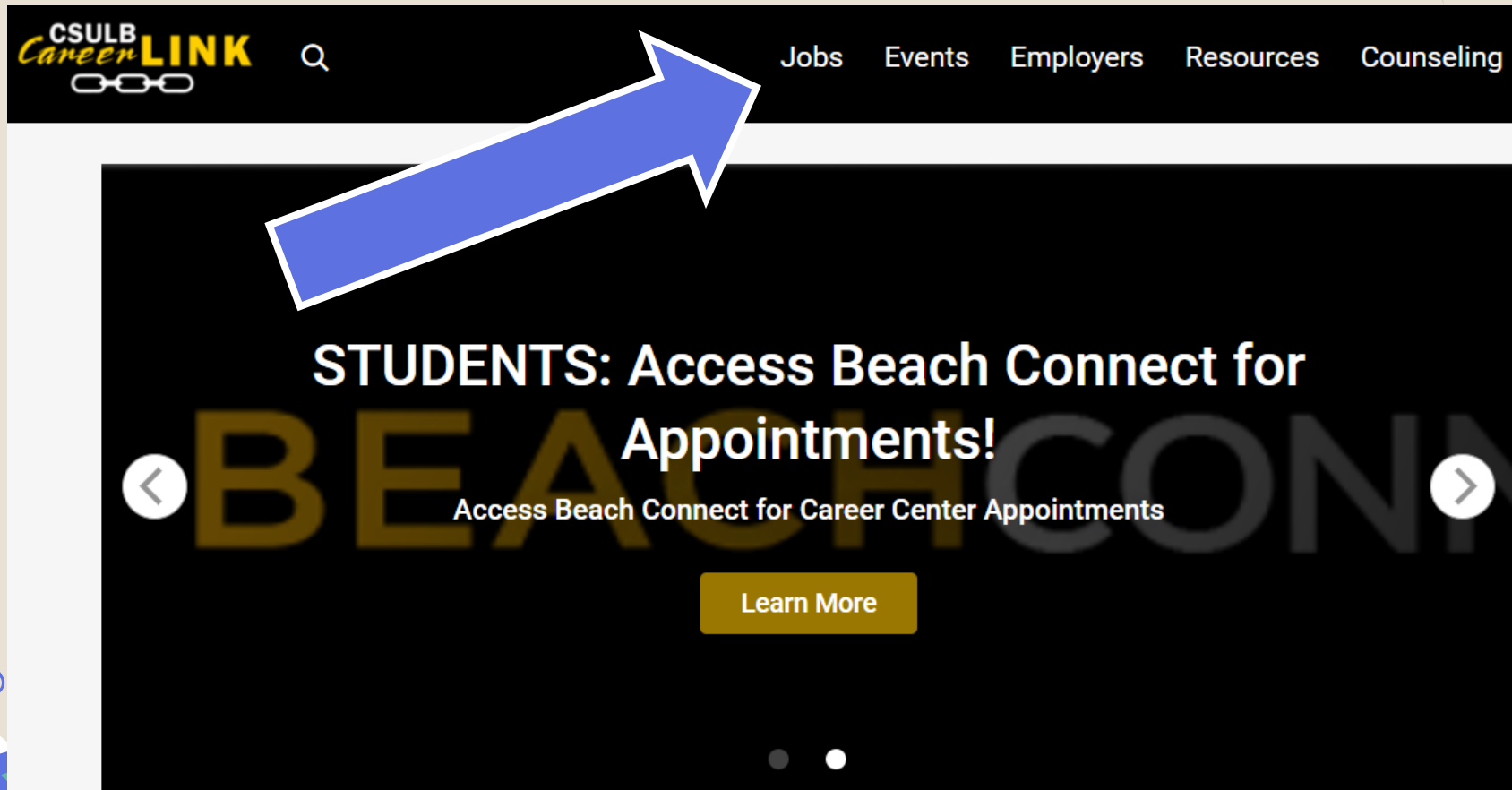


The screenshot displays the 'My Apps' portal for California State University Long Beach. The header includes the university logo, the text 'CALIFORNIA STATE UNIVERSITY LONG BEACH', and a 'My Apps' dropdown menu with a search icon. Below the header, there are tabs for 'CSULB', 'Health & Wellness Resources', and 'Apps'. The main content area is a grid of application tiles, each with an icon and a title. A large blue arrow points from the top right towards the 'CareerLink - Student' tile.

Application	Icon
CANVAS	Yellow square with a black house icon and the word 'CANVAS'.
CareerLink - Faculty & Staff	Black square with 'CAREER LINK' in yellow and white, and 'Faculty & Staff' in white.
CareerLink - Student	Black square with 'CAREER LINK' in yellow and white, and two white person icons.
CHRS Recruiting (PageUp)	Black square with 'CHRS' in yellow and 'Recruiting' in white.
Commencement	Black graduation cap icon with the word 'COMMENCEMENT' above it.
Copilot	Colorful Microsoft Copilot logo.



- Click on “Jobs”



● Click on “Position Type”



Home / Jobs / Job & Internship Search

Search Saved Applications

Keywords Location 25mi Search

Show Me Position Type Industry Job Function Remote/On-Site More Filters All Jobs

Position Type

- ☐ Internship (Paid)
- ☐ Internship (Unpaid)
- ☒ **Experiential Learning (Federal Work Study)**
- ☐ Co-op
- ☐ Freelance/Gig/Short-Term
- ☐ Seasonal/Summer
- ☐ Volunteer

Clear **Apply**

Guests Rel
Part-Time (On...
6d ago

Studio D for all abilities - PAID Internship - Fall 2025
Internship (Paid)
30d+ ago

Journalism/Writing Internship (Remote)
Internship (Unpaid)
30d+ ago

● Review FWS postings



14 jobs/internships

↓ Date Posted ↓

COE Tutoring Center-Instructional Student Assistant (Tutor)



CSULB - College of Engineering - Long Beach, California

Part-Time (On-Campus)

2d

Guests Relations Tour Guide



CSULB - University Outreach & School Relations - Long Beach, California

Part-Time (On-Campus)

6d

Graduate Assistant OURS/UROP



CSULB - Undergraduate Research Opportunity Program - Long Beach, California

Part-Time (On-Campus)

8d



COE Tutoring Center-Instructional Student Assistant (Tutor)

CSULB - College of Engineering

Long Beach, CA

Part-Time (On-Campus)

Save

Apply

Job Description

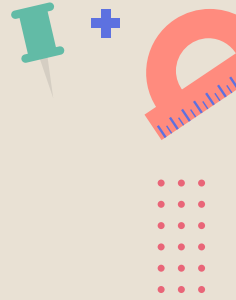
The College of Engineering Tutoring Center is conducting rolling interviews and hiring until all positions filled for both the current and next academic year. Visit our website to learn more about the tutoring center:

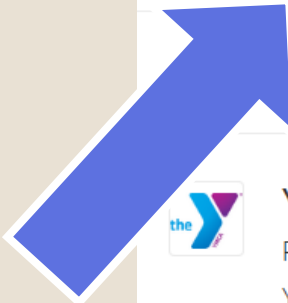
<https://www.csulb.edu/college-of-engineering/engineering-tutoring>

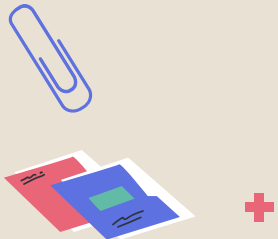
Eligibility:

- Minimum cumulative GPA 3.0 strongly preferred
- Ability to tutor lower- and upper-division engineering courses by having completed them at CSULB with letter grade B or better
- Declared engineering major
- Starting hourly pay rate \$17.86
- Paid training

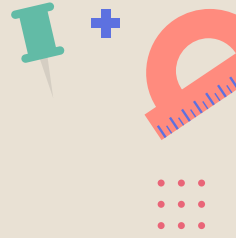
- Star postings to find them in “Saved”



Search	Saved	Applications
		
		
	YMCA Expanded Learning Program Leader Part-Time (Off-Campus) YMCA of Greater Long Beach - Long Beach, California United States Lakewood, California United States	Jul 01, 2025 
	Health Science Intern Internship (Unpaid) Boys & Girls Club of Garden Grove - Garden Grove, California United States	Apr 02, 2025 
	Front Desk Receptionist/Administrative Assistant Full-Time, Part-Time (Off-Campus), Seasonal/Summer Lebua Massage & Spa - Long Beach, California United States	Feb 18, 2025 



● Review the description for duties and qualifications



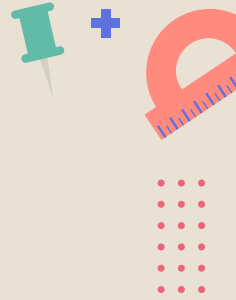
Assist with routine correspondence, data entry, scheduling, and Fair event preparation. Prepare notifications for WAIV participants of internship/employment related events including workshops, Workforce Recruitment Program, On-Campus Interviews, Job Fairs, and employer recruitment events targeted for diversity and disability.

Participate in WAIV activities, Quarterly meetings, and support the program with digital creation such as the monthly Newsletter, and LinkedIn maintenance.

Assist with employment preparation activities. Support WAIV student assistant team with various tasks such as: communication, training, scheduling, team tasks.



● Review additional information



Compensation

\$17.86 - \$18.74 per hour

Location

Long Beach, CA, USA

Desired Skills

Strong Interpersonal and Communication Skill

Teamwork

Good Listener

Helpful

Punctual

Following Directions

Diligent

Communication Skills

Reliable

Effort

Desired Majors

College of Engineering

College of Engineering/Biomedical Engineering

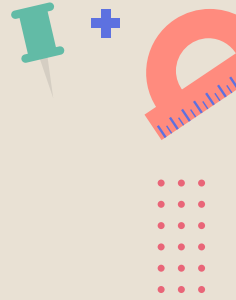
College of Engineering/Biomedical Engineering/Biomedical and Clinical Engineering-BS

College of Engineering/Biomedical Engineering/Biomedical Engineering-BS

College of Engineering/Mechanical & Aerospace Engineering



- Review additional information



Desired Class Level(s)

Junior

Senior

Post-Bacc Undergraduate

Requested Document Notes

https://csulb.qualtrics.com/jfe/form/SV_ewFkwnAOa5LieOh

Job Function

Education/Teaching

Engineering

Documents Required

Writing Sample



● Review additional information

Application Deadline

January 12, 2026

About this employer

CSULB - University Outreach & School Relations

✓ Following

University Outreach and School Relations (UOSR) is the primary student recruitment, guest relations and campus tours office for California State University, Long Beach.

📍 1250 Bellflower Blvd - BH 289 Long Beach, California 90840 United States

→ [View full profile](#)

Contact Information

Linda Williams
Student Affairs
linda.williams@csulb.edu
Phone: (562) 985-5358
Supervisor of Guests Relations &
Campus Tours Coordinator
1250 Bellflower Blvd - BH 289
Long Beach, California 90840
United States

● Review instructions for How to Apply



Apply to CSULB - University Outreach & School Relations



How to Apply

Use the application form to submit your documents.

Requested Documents

Other Documents

Financial Aid Award Summary for 2025-26 Fiscal Year

Submit Your Application

Resume *

Example Resume



or add a new resume

Other Documents (optional)

See the application instructions for information on which documents to submit.

☐ Example1

☐ Sarah Sasaki - Federal Work Study Award Letter

or add a new document

Notes (optional)

Additional notes you want to send to the employer.

Cancel

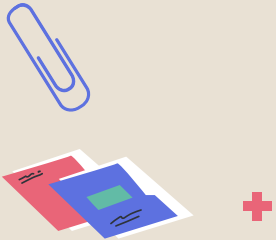
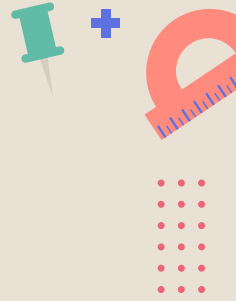
Submit



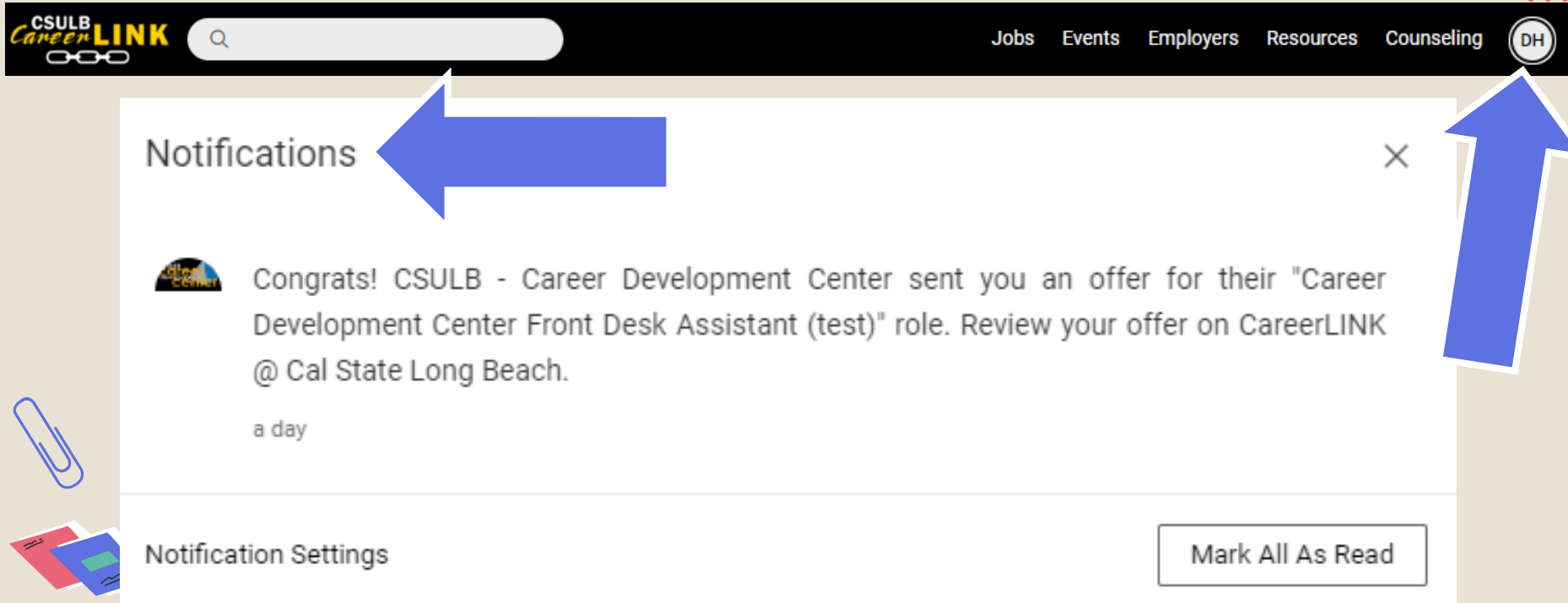
- Not all applications are submitted through CareerLink

How to Apply

Apply online at <https://csulb.qualtrics.com/jfe/form/...>



- Wait for a response
- Be notified about the job offer through email and CareerLink



The screenshot displays the CSULB CareerLINK website interface. At the top, a black navigation bar contains the CSULB CareerLINK logo on the left, a search bar, and links for Jobs, Events, Employers, Resources, Counseling, and a user profile icon labeled 'DH'. Below the navigation bar, a white notification box is open. The box has a title 'Notifications' with a large blue arrow pointing to it from the left. The notification itself features a small circular icon of the Career Development Center, followed by the text: 'Congrats! CSULB - Career Development Center sent you an offer for their "Career Development Center Front Desk Assistant (test)" role. Review your offer on CareerLINK @ Cal State Long Beach.' Below the text, it says 'a day'. In the bottom right corner of the notification box, there is a button labeled 'Mark All As Read'. At the bottom left of the notification box, there is a link for 'Notification Settings'. Decorative elements include a green pushpin and a red paperclip in the top right corner, and a blue paperclip and a stack of papers in the bottom left corner.

CSULB CareerLINK

Jobs Events Employers Resources Counseling DH

Notifications

Congrats! CSULB - Career Development Center sent you an offer for their "Career Development Center Front Desk Assistant (test)" role. Review your offer on CareerLINK @ Cal State Long Beach.

a day

Notification Settings

Mark All As Read

- Accept the job offer



Career Development Center Front Desk Assistant (test)

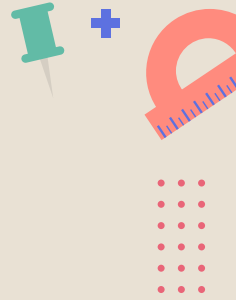
CSULB - Career Development Center

Application submitted Jul 18, 2024, 11:52 AM

Offer Status: Offer Accepted

 View Resume  Withdraw

- Complete your placement form
- Select “Federal Work Study” for “Experiential Learning Type”



Placement Information

Experiential Learning Type *
You must select the EL type first before answering the next question.

EMPLOYMENT INFORMATION

New Employer
Use this field if the employer does not exist in the CareerLINK database.

Job Title *

Student Agreement Signature *

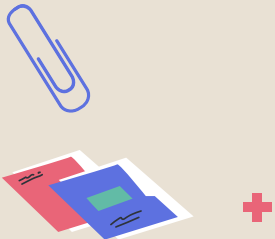
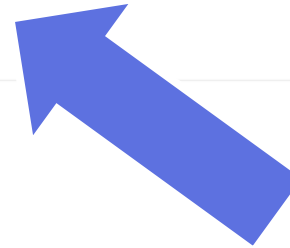
Submit

Save As Draft

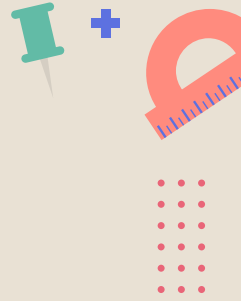
Delete

Cancel

Print



Drop-In Advising



- Monday-Friday @ 12-3pm
- 15-20 minute sessions with a Career Peer Advisor
- Zoom: CareerLink → Resources
- In-Person: Brotman Hall 250, walk-ins only, no appointment needed



CDC.CareerLINK@csulb.edu



Jobs Events Employers Resources

Career Development Center



Office Hours: Mon - Fri 8AM - 5PM

<http://careers.csulb.edu/>
Phone: (562) 985-4151 / Email:
CDC.CareerLINK@csulb.edu



Drop-In: Virtual: Mon - Fri
from 12 pm to 3 pm, Tue
from 12 to 6:30 pm

Drop-in is offered virtually at
<https://csulb.zoom.us/j/930774>
19801, Mon - Fri 12 pm to 3 pm
and Tue from 12 pm to 6:30 pm.
In-person sessions are also
available at Brotman Hall 250,
Mon - Fri 12 pm to 3 pm. First
come, first served.





Career Development Center

CDC HOME ▼

STUDENTS ▲

EMPLOYERS ▼

FACULTY & STAFF ▼

PARENTS & FAMILIES ▼

ABOUT THE CDC ▼

Students

Career Events Calendar

Career Counseling
Appointments

Events & Workshops

CareerLINK

Plan Your Future

Major & Career Exploration

Resumes & Cover Letters

Job & Internship Search





Developing a Resume



Sample Resumes



Developing a Cover Letter



Jobscan AI Resume Builder



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

Enrollment Services [Beach Central](#) One Stop

Financial Aid Appointments (In-person)

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

Instagram – [csulbcdc](#)

LinkedIn [CSULB Career Development Center](#)

Human Resources and Payroll payroll@csulb.edu

(562) 985-4164

Monday-Friday 8:00 AM – 5:00 PM





GO BEACH

QUESTIONS?

Financial Aid and Scholarships Office | 562.985.5471

