

# How to Find a Federal Work Study Job

## Welcome to the Federal Work-Study Program

This is a great opportunity to...

- ♦ Earn money
- ♦ Perform community service
- ♦ Gain valuable career-related work experience

With Federal Work Study as part of your financial aid packet, you can earn money to meet your college expenses while gaining valuable work experience. Jobs can be located on- or off-campus and many are career-related or community-service oriented. Employers benefit because they pay only 25 percent of your salary, while federal funding covers 75 percent.

You must have documentation of your FWS clearance to present to potential employers. You can use your financial aid award notification letter, or print a copy of your award using our website (see back for instructions).

For more information, contact Cherry Ouellette, the work-study coordinator, [cgv7001@humboldt.edu](mailto:cgv7001@humboldt.edu), (707)826-5454.

## On-Campus Jobs

- Listings:** You can view jobs on-line (see back of this page for instructions on finding jobs on-line). If there is a specific on-campus department you would like to work for that isn't listed, we recommend you contact the department directly.
- Pay Rate:** Campus pay rates are set by the Human Resources Office. A copy of the current pay schedule and pay rates is on-line at [www.humboldt.edu/~hsuhr/policies.html](http://www.humboldt.edu/~hsuhr/policies.html). It is the responsibility of your department to record the hours and adjust pay rates at the proper time.
- When You Get Hired:** Before you can work on campus, you need to complete a Student Payroll Action Request (SPAR) and an Employee Eligibility Verification (I-9) form. These forms are available from the hiring department. You must show two forms of I.D. when you turn these forms in at Human Resources. You may pick up your paycheck at the Cashier's window in the Student Business Services Building on the 15th of each month.

## Off-Campus Jobs

- Listings:** Look on-line for off-campus jobs (see back of this page for instructions). These positions offer opportunities to work out in the community at schools, government agencies, and non-profit organizations. You can also find career-related positions with for-profit companies.
- Pay Rate:** Pay rates for off-campus jobs are determined by the employer according to industry standards.
- When You Get Hired:** You must meet with the work-study coordinator before beginning work with an off-campus employer. The coordinator will make sure all appropriate paperwork is complete, explain procedures, and answer questions. You will be paid directly by your employer according to their regular pay schedule.

# HSU Career Center — On-Line

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## How to Verify Federal Work-Study

1. Go to the Humboldt State University homepage at: <http://www.humboldt.edu>
2. Go to “Quick Links” and click on Registration.
3. Click on “Go directly to WebReg!”
4. Enter your User ID and PIN (this is the same information you use for registration).
5. Click Login.
6. Click on Financial Aid.
7. Click on My Award Information.
8. Click on Award Summary by Aid Year.
9. On Aid Year bar, scroll down to July 2006 to June 2007.
10. Click on Submit.
11. Print form. Use this as your verification of Federal Work-Study.

## How to Register

1. Go to the Career Center’s homepage at: <http://www.humboldt.edu/~career>
2. Click on the “Springboard” logo.
3. Select “Students”.
4. Scroll down the page and click on the “Click Here to Register!” link.
5. Complete all sections and click on the “Register” button. Required fields are marked with an asterisk (\*).  
*(Re: Under \*User Name and \*Password, create your own user name and password that you will use each time you log on to Springboard. Under “Achievements”, “Skills” & “Additional Information”, keep in mind that potential employers may be able to view this information. Choose your wording wisely!)*
6. Click on the “Submit” Profile” button. Congratulations! You are now registered!

## How to Find Work-Study Jobs

1. Go to the Career Center’s homepage at: <http://www.humboldt.edu/~career>
2. Click on the Springboard logo.
3. Select “Students”.
4. Type in your Username and Password that you assigned yourself. (See section 5 above.)
5. Click LOGIN.
6. From the Jobs Tab at the top of page, select “Search ALL Job Listings”.
7. Scroll down to the “Position Type” box and click on “Work Study”.
8. Hit the *Search* button.
9. Springboard will allow you to view all of the Work-Study job listings. If you have Federal Work-Study clearance, you may apply for any of these jobs.

## How to View Local Part-time Jobs and Internship listings

1. Follow instructions 1 through 6 above.
2. Scroll down to the “Position Type” box and select either “Part-time, On-Campus Non Work-Study, or Paid Internships”. (To use multiple selections hold the control key down when clicking on each position type.)
3. Scroll down to “Located in Humboldt County” box and select “Yes”.
4. Hit the *Search* button.