

How to Get a Federal Work-Study Job

Work-Study is a federally-funded program that enables eligible students to be employed by OSU-OKC either on or off campus. This program is designed to give students the opportunity to work part-time to help meet the costs of their postsecondary education. Students are paid \$7.64 an hour for On Campus positions and \$8.14 an hour for Off Campus positions. Students may work up to 20 hours per week depending on individual eligibility.

Guidelines:

- 1. Apply for FASFA:**
The student needs to specify they want Work-Study offered to them. The student needs to make sure they give the Financial Aid office all required documentation ASAP!
- 2. Receive Award Letter:**
As soon as the student's FASFA application has been processed by the OSU-OKC Office of Financial Aid & Scholarships, the student will receive an award letter reflecting an offer for FWSP (Federal Work Study Program) (pending available funds).
- 3. Return Award Letter:**
The student will need to return their award letter, indicating that they wish to accept the offer for FWSP. This award letter needs to be returned to the Office of Financial Aid & Scholarships.
- 4. Contact Career Resource Center:**
After the student has been awarded Work-Study, they may contact the Work-Study Coordinator, to confirm their interest in the Work-Study Program, and receive assistance on how to apply for a Work-Study position online.
- 5. Complete the Job Application:**
The student will need to go online to the OSU System Jobs web page to apply <http://www.osuokc.edu/jobs/> , Now that the student has finished the Application, they can use this to apply for any position on campus.
- 6. Apply for Work-Study Job:**
On the same web page, the student will need to check job listings, search for "Work Study - OSU-OKC (select the applicable term)" and apply for this listing, answering all additional questions completely.
- 7. OSBI Criminal Background Check:**
All OSU-OKC employees must satisfactorily pass a criminal background check as a condition of employment. After the OSBI check returns clear, the Work-Study Coordinator will send a copy of the student's Application to the department that has positions available.
- 8. Supervisor Review & Interview:**
The Hiring Supervisor of the department will review application(s) and contact the student to schedule an interview.
- 9. Make Hiring Decision:**
The Hiring Supervisor and the student will contact the Work-Study Coordinator with a decision.
- 10. Read & Sign Contract:**
The Work-Study Coordinator will send a Work-Study Verification Form & Contract to the Hiring Supervisor. The Hiring Supervisor and the student will read and sign the contract.
- 11. Report to Human Resources in order to start work:**
The student will report to Human Resources with Contract and Supporting Documents on or before start date. (Driver License, Social Security Card, and a Voided Check)

Contact Information:

Regarding the awarding of FWSP:

Office of Financial Aid & Scholarships
Student Center Room 100
405-945-8646 or 405-945-8681
finaid@osuokc.edu
www.osuokc.edu/financialaid

Regarding the placement of FWSP jobs:

Gil Smith, Work-Study Coordinator
Student Center Room 154
405-945-8680
sgilber@osuokc.edu
www.osuokc.edu/careerresources