

# FEDERAL WORK-STUDY



If you are eligible for Federal Work-Study, this resource will provide you guidance on the program. As a recipient of Federal Work-Study, it is the responsibility of the student to search for open positions and secure employment. Please note that participation in a work-study program does not guarantee employment. Please review the information below for how to apply to Federal Work-Study positions.

## STEP ONE: Accept Your Award

- Visit <https://experience.bellarmino.edu> and log in using your Bellarmine username and password.
- Click on Self-Service under the Core Tools card. Click the Financial Aid tab and accept your Federal Work-Study Award.

## STEP TWO: Log into Handshake

Handshake is Bellarmine's hub for jobs, internships, career appointments and career events.

- Visit <https://bellarmine.joinhandshake.com> and log in using your Bellarmine username and password.
- If this is your first time logging into Handshake, you'll be prompted to create your profile and to upload your résumé.
- Please contact the Career Development Center if you have any questions about accessing Handshake.

## STEP THREE: Upload a Résumé

- You will need a résumé to apply for any Federal Work-Study job in Handshake.
- **Create Your Résumé:** If you need a sample to create a resume, you can find one on the Career Development Center's website <https://www.bellarmino.edu/studentaffairs/careercenter/resources/>
- **Upload Your Résumé:** You can either upload one into the "My documents" section of your Handshake account (easier if you are applying to multiple jobs), or simply upload from your files/computer.

## STEP FOUR: Search for Jobs

- Click the "Jobs" tab on the left navigation menu.
- Click the search box and type in "Bellarmine University - On-Campus Employment".
- By July, you will see all student worker positions on campus. For Federal Work-Study positions, you will see "FWS" in the title of the position.
- Scroll through the list of jobs and read the job descriptions.

- If you are interested in a job, click the APPLY button on that job. NOTE: We encourage you to apply to multiple positions to increase your chances of securing one. If you secure a position, you can always politely decline other offers.
- Once you apply, you will receive an email that your application was submitted.
- The supervisor will reach out to you about next steps, interviewing, or other application materials they need.
- Do not wait - the sooner you apply the better!

## STEP FIVE: Attend the FWS Hiring Event

Bellarmino will be hosting a Federal Work-Study hiring event during Week of Welcome where departments will offer on-the-spot interviews for Federal Work-Study positions. We highly recommend applying to the positions on Handshake before attending the event. Departments will be conducting 5-minute interviews and interview slots will be on a "first come-first served" basis upon arrival. Federal Work-Study eligible students will have the opportunity to interview with multiple departments of their choice. Students will be contacted by departments offering placements the following week of the fair.

## Submitting Documentation

If you are a new employee, you will need to submit W-4 and I-9 documents. These documents will be completed electronically through Bellarmine's Human Resources onboarding portal. An email will be sent to your preferred email address. To complete these forms you will need to provide two original forms of ID (not copies) that meet the criteria for section 2 of I-9.

1. U.S Passport **OR**
  2. Valid driver's license or valid state ID **AND** a signed social security card
- Please bring your identification documents with you on move in day.
  - If you have any questions, please feel free to contact the Office of Financial Aid at (502) 272-7300 or by emailing [finaid@bellarmine.edu](mailto:finaid@bellarmine.edu).

## Important Information about the Federal-Work Study Program

- All students will be paid \$10.00 an hour for on-campus Federal Work-Study positions. Your supervisor must **submit your timecard** each payroll period to be paid the hours worked and **you must not exceed your award**.
- Use this formula to determine the number of hours you need to work to earn your full award: *(Total Work-Study Award / 30 Weeks in Academic Year / Hourly Rate of Pay = # of Hours per Week)*
  - Example: \$2,250 Award / 30 Weeks / \$10.00 an hour = 7.5 Hours per Week [Please keep in mind your award could be more or less than \$2,250, so please refer to your award letter.]
- A portion of our Federal Work-Study funds are used for *Community Service positions*, allowing students to offer their abilities to local community service organizations. An hourly rate of \$15.00 is paid to students who work at charitable organizations. Several opportunities for community service positions exist in Handshake through the “Community Impact Fellows” job posting.
  - If you are interested, please apply through Handshake. Contact Sydney Bland by email at [sbland2@bellarmine.edu](mailto:sbland2@bellarmine.edu), or by phone at (502) 272-7105 with any questions.