If you were awarded Federal Work-Study as part of your 2015/16 Financial Aid package, you are eligible to pursue employment in 40 different areas around campus. You are not assigned a job; instead, you will apply to and interview for positions specifically designated for FWS candidates through CCN-Morrisville, the college’s jobs and internships database. Instructions for finding and applying to FWS jobs follow.

If you’re not sure if you were awarded FWS, log into your “Web for Students” account, then click on “Student & Financial Aid”, “Financial Aid”, and “Award”. If you received an award, it will be listed there with information on how to accept it.

The current pay rate for all work-study positions is $8.75; the maximum weekly average number of hours that you can work is eight. You cannot earn more than the maximum amount you were awarded in your Financial Aid package.

**Work-study positions will be posted through CCN-Morrisville in early July.** At this time, you can create an account and do a search for a test work-study job in CCN-Morrisville to ensure you are prepared to apply when jobs are made available. Make sure to apply to multiple positions, and as early in the process as you can, as competition for some jobs is high. Please note that some hiring decisions will be made over the summer, while others will not happen until you can meet in person with the supervisor when classes start. A list of FWS jobs from 2014/15 can be found [here](#); these same positions may or may not be available in 2015/16.

We strongly encourage to apply to jobs through Student Temp Services and MAC as well, especially if those positions are good fits for your skills, interests, and availability. Information on finding and applying to those jobs are on the webpage.

Call 315.684.6615, e-mail [CareerServices@morrisville.edu](mailto:CareerServices@morrisville.edu), or stop by Whipple 308 (Crawford 316 starting mid-June 2015), with any questions about creating an account, or finding or applying to a position.

**Using CCN-Morrisville to find a Federal Work-Study job**

**Step 1: Create an account**


*Click on* the “Students” icon

*Click on* the “Create Account” icon

*Create an account* using an Access ID and Password that you select

*Complete the Registration Information* page with your MSC e-mail address

**Step 2: Search for work-study positions**

*Sign in to* CCN-Morrisville using the Access ID and Password you created in Step 1

*Click on* the “Search for Jobs/Opportunities Posted to My School” link under the “Search for Opportunities Posted to My School” section at the top left of the page

*Check* the “Work Study” box under the “Job Types” section (it’s the second from the bottom), then the “Begin Search” icon

A list of open work-study positions will come up (if before June 15, only “Test Work-Study Job” will be found)

**Step 3: Apply to work-study positions**

*Click on* the Job ID number for details about the job and how to apply to it

*Read and follow carefully* the Application Instructions section (it’s the last section on the page) as each hiring department determines its own application process.

*Apply separately* to each job for which you’d like to be considered

Application forms, if required, are found under the “Career Document Library “ on your CCN-Morrisville homepage (click on the “My Home Page” icon at the bottom of the job posting).