The Federal College Work Study (FCWS) Program provides funding for select students to gain valuable work experience while earning money for college expenses. If you have been awarded FCWS, you must apply to specific positions through the following instructions; no positions are assigned or guaranteed. The current pay rate for all work-study positions is $8.00 and will increase to $8.75 starting January 1, 2015. The maximum average number of hours that can be worked weekly is eight. You cannot earn more than the maximum amount you were awarded in your Financial Aid package.

For the first two weeks of the semester, only students who have been awarded Federal College Work Study (FCWS) will be considered for work-study jobs. After the second week of classes, students who were not awarded FCWS, but are eligible as determined by Financial Aid, will be able to apply for positions. Please contact Elizabeth Berry at berryped@morrisville.edu or 315.684.6289 to determine if you are work-study eligible.

Work-study positions will be posted through CCN-Morrisville starting early August. Work-study jobs typically require no previous work experience, so you should have many choices. If possible, apply to jobs before you arrive on campus as this will provide you the greatest number of options and allow you to start your job soon after you arrive on campus.

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 applying to those jobs are on the previous webpage.

**Step 1 - Create an account in CCN-Morrisville**


Click on the “Students” icon

Click on the “Create Account” icon

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

Complete the Registration Information page with your current information and your Morrisville e-address

*If you already have a CCN-Morrisville account, you do not need to create a new one.

**Step 2 – Search for a work-study positions**

Log on to [http://www.collegecentral.com/morrisville/](http://www.collegecentral.com/morrisville/)

Sign in using the Access ID and Password you selected for CCN-Morrisville 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 of the page

Check the “Work Study” box under the “Job Types” section (it is the second from the bottom), then click on the “Begin Search” icon

A list of current open work-study positions will come up. Click on the Job ID number for details about the job and the application process. You will need to apply separately to each job for which you’d like to be considered.

**Step 3 – Apply to Work-Study positions**

Steps for applying for a position are found in the “Application Instructions” section of the job description (the bottom of the page). Each hiring department can determine its own application process, so you need to make sure to read the instructions carefully for each position you want to be considered for.

Call 315.684.6615, e-mail CareerServices@morrisville.edu, or stop by Whipple 308, with any questions about creating an account, or finding or applying to a position.