

## Instructions for finding Federal Work-Study and Student Temp Service jobs

Federal Work-Study (FWS) and Student Temp Service postings are found in Handshake, the college's career management system. Instructions for finding open positions follow. Contact Career Services at 315.694.6615, [CareerServices@morrisville.edu](mailto:CareerServices@morrisville.edu), stop by Crawford 318, or schedule an in-person or virtual meeting at <https://outlook.office365.com/owa/calendar/CareerServices1@morrisville.edu/bookings/> for assistance.

Only students with a Federal Work-Study (FWS) award in their 2022/23 Financial Aid package can be considered for FWS jobs. Consequently, only students with a FWS award will be able to see FWS postings other than the "DEMO Federal Work-Study Job" posting. Contact Financial Aid, 4th floor Whipple Admin Building, [FinAid@morrisville.edu](mailto:FinAid@morrisville.edu) or 315.684.6289 if you don't have an award and would like to apply for FWS jobs.

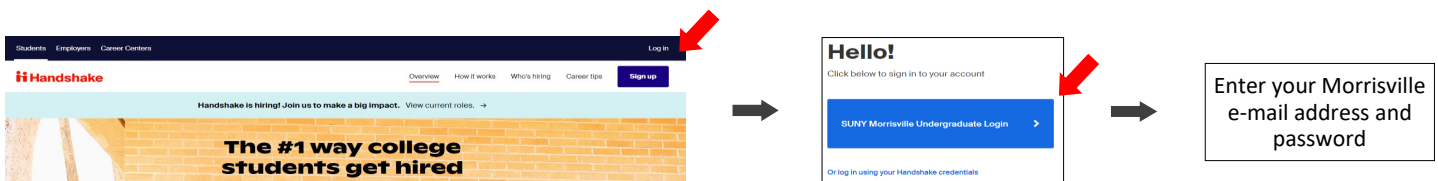
### Step 1: Log into your account in Handshake

Go to <https://joinhandshake.com/>

**Click on** the "Log in" icon. All registered students have a pre-loaded account, so do not click "Sign up."

**Log in** using your Morrisville log in info. E-mail [robacba@morrisville.edu](mailto:robacba@morrisville.edu) if you receive an error message.

If this is the first time you are accessing your account, you will need to complete information for your profile and decide if you want to make it public. Please note that even if you make your profile public, on-campus employers will not have access to your profile, just external employers and the Handshake student and alumni community.

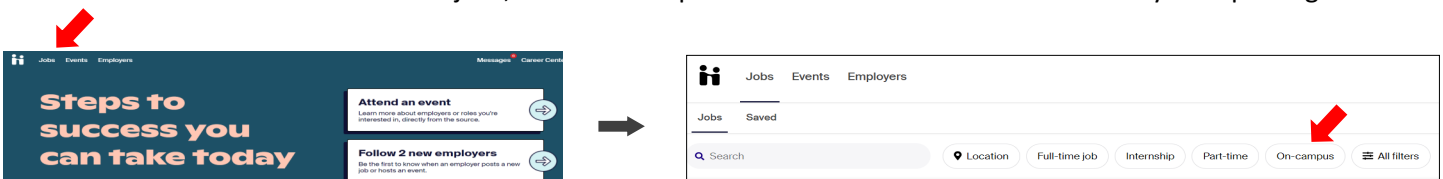


### Step 2: Search for Student Temp Service and Federal Work-Study (FWS) jobs

**Click on** the "Jobs" tab at the Handshake landing page

**Click on** the "On campus" tab.

A list of positions will come up in the left column, including "DEMO Federal Work-Study Job" and "DEMO Student Temp Service Job." All students will be able to see any Student Temp Service postings, but only students with FWS awards will be able to see FWS jobs, with the exception of the "DEMO Federal Work-Study Job" posting.



### Step 3: Apply to Student Temp Service and FWS jobs

**Click on** the titles for the jobs you're interested in. A job description and the time frames in which you will need to complete your hours will be shown.

**Read** the Job Description section to make sure the responsibilities of the position and hours are a good fit for you.

**Click on** the "Apply" icon for instructions on how to let the supervisor know you are interested in the position.

Application instructions vary by position. There are icons for uploading and submitting any required documents.

