

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

FWS and Student Temp Service jobs are both found in Handshake, the college's career management system. Steps for finding open positions follow. Contact Career Services at 315.684.6615, stop by Crawford Hall 318-319, or schedule a time to speak in-person or virtually through our Microsoft Booking account at <https://outlook.office365.com/owa/calendar/CareerServices1@morrisville.edu/bookings/>

It is important to know that **only students with a Federal Work-Study (FWS) award will be able to see FWS jobs in Handshake**. Contact Financial Aid at FinAid@morrisville.edu or 4th floor, Whipple Admin Building, if you don't have an award and would like to be considered for FWS jobs.

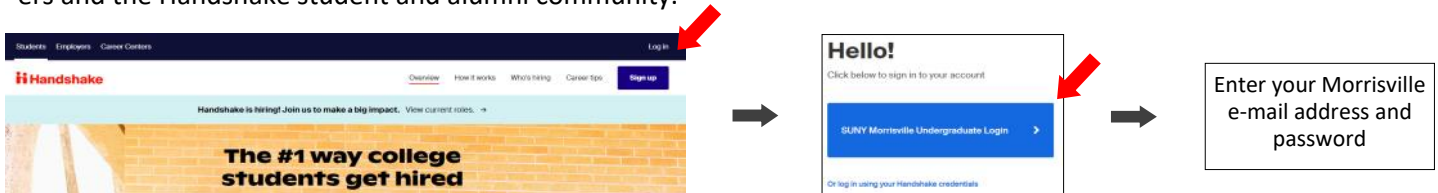
Step 1: Log into your account in Handshake

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

Click on the "Log in" icon (upper right corner)

Log in using your Morrisville log in info

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. On-campus employers will not have access to your profile, just external employers and the Handshake student and alumni community.



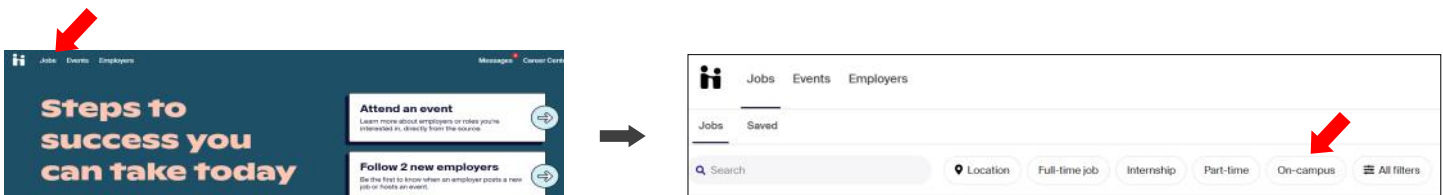
Step 2: Search for Student Temp Service and Federal Work-Study (FWS) jobs

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

Click on the "On campus" tab.

A list of positions will show in the left column. Jobs that are Student Temp Service or Federal Work-Study will indicate that in the title. (Reminder: only students with FWS awards will be able to view FWS jobs.)

If no positions come up, it may be there are currently no openings, but you can confirm that with Career Services.



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.

