Why choose work study?

Your Federal Work Study award presents a wonderful opportunity for you to develop your work skills, build your resume, practice job search and interviewing techniques.

You will also meet and work cooperatively with other students. Work study positions allow you to network with campus officials who often serve as mentors and future job references.
Interviewing & working
You must present your FWS Eligibility Letter to the supervisors with whom you interview. This letter establishes your eligibility to work and the number of hours you should work per week to earn the entire amount of your award. Our online calculator will help you track hours and earnings.

Prepare for your interview by learning about the department and the job requirements. Dress appropriately and arrive on time. Prepare to introduce yourself and tell why you would be a good fit for the position and the office. Stay positive, maintain eye contact, sit up straight, and show your interest by asking a few questions. Be sure to thank the interviewer and follow-up afterward.

If they agree to hire you and you agree to work for that department, the supervisor will give you work study paperwork to complete. All paperwork is located in the Federal Work Study section of the Financial Aid website. Please take your birth certificate and college ID with you to complete the forms.

While on our site, please take a few moments to review our FWS Handbook which details the rules and requirements of the Federal Work Study Program at Buffalo State.

It is important to remember that work study is a real employment opportunity. As an employee, you are expected to conduct yourself as you would in any business environment. This includes proper dress attire, adherence to your work schedule, showing up for work on time, and frequently communicating with your supervisor.

Important notes
Students with the FWS award are entitled to seek employment through the program in much the same way as they will seek employment after graduation.

Therefore, not all students with FWS awards will secure employment. Those who most persistently seek positions are generally the ones who succeed.

The student must secure the position and remit all completed paperwork to the Financial Aid Office by the end of the third week of classes for the semester to maintain eligibility.

Once the paperwork is complete, students with fall 2016 FWS awards may work from Monday, August 29, 2016 through Thursday, December 15, 2016. Students with spring 2017 FWS awards may work from Monday, January 23, 2017 through Thursday, May 11, 2017.

Students receive a bi-weekly paycheck for the hours worked. FWS earnings are not applied to students’ account balances, but instead arrive as a paycheck or can be direct deposited into a bank account.

Students are advised that the FWS award may change at any point during the academic year due to unanticipated FWS funding restrictions or students’ receipt of additional financial aid awards.

Finally, remember to file the Free Application for Federal Student Aid at www.fafsa.gov each year. Please watch for priority filing dates.

Students who do not secure employment are encouraged to search non-FWS jobs on ORCA.

Federal Work Study (FWS) positions are available on campus and with a number of affiliated, local community service sites.

Students who are eligible for FWS will see it listed on their financial aid award. The current pay rate is $9.75 per hour.

Beginning August 22, 2016 students will be able to search FWS job postings on ORCA, the Online Resource for Career Advancement operated by the Career Development Center (CDC). To access ORCA, go to the CDC’s website at http://cdc.buffalostate.edu and click on “Login to ORCA” in the upper, right-hand corner. Users must first register via the welcome message sent to your Buffalo State email address or other email address you previously used in ORCA.

Find FWS opportunities using the “Work-Study (Federal)” job type. As you review listings, click on any results for positions of interest and follow the application instructions. Read listings carefully to make sure you understand the kind of work you will be expected to do and any particular skills required for that position. Make calls and visits to arrange numerous interviews.

If you have questions about the process, contact the Financial Aid Office at (716) 878-4902. If you have decided you do not want a work-study position, please go to Banner to decline the offer or stop by the Financial Aid Office to let us know you are not interested in a work study position.