

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.



SUNY Buffalo State

Financial Aid Office
Moot Hall 230
1300 Elmwood Avenue
Buffalo, NY 14222

Phone: 716-878-4902
Fax: 716-878-4903
E-mail: finaid@buffalostate.edu

Federal Work Study Program



**SUNY Buffalo State:
A smart educational
investment**

Securing a federal work study job

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



Be prepared for the interview

Students who are eligible for FWS will see it listed on their financial aid award. The current pay rate is \$8.00 per hour.

The student will locate employment opportunities on or after August 18, 2014 via our job

postings on the Career Development Center's ORCA website. You will find the job listings at <https://bsccdc01.buffalostate.edu/cdc/orca/mainstudentlogin.php>.

Type in your Banner ID# with the B capitalized. Your password is your last name with the first letter capitalized. Example: Smith. If using a tablet or smartphone be sure to access the desktop site. If this is the first time logging in to ORCA, you will be required to update your personal profile before searching for federal work-study jobs. Now that you have updated your personal profile, click on the "Search Jobs" tab and select "ORCA's Job Postings." To search available federal work-study jobs, click the "Federal Work-Study at Buffalo State" position type box in the Jobs tab. Click on any job title for positions of interest and follow the application instructions.

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.



Call us for assistance

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 2014 FWS awards may work from Monday, August 25, 2014 through Thursday, December 11, 2014. Students with spring 2015 FWS awards may work from Monday, January 26, 2014 through Thursday, May 14, 2015.

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 by March 1st of each year.

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