

Federal Work-Study is a financial aid program that helps students find jobs to meet college expenses. These jobs may help students gain career-related work experience or perform work that benefits the local community.

### **How do I get Work-Study?**

You must apply for financial aid using the Free Application for Federal Student Aid (FAFSA), to be considered for work-study. When you receive your Financial Aid Award Notification letter, read it carefully. If your letter includes a line that reads "Federal Work-Study", you have a clearance for this program.

### **How to Verify Federal Work-Study**

1. Go to the Humboldt State University homepage at: <http://www.humboldt.edu>
2. Go to "myHumboldt"
3. Enter Username and Password.
4. Login
5. Click on "Financial Matters."
6. Click on "View Financial Aid Rewards."
7. Choose Aid Year.
8. Click " Accept Financial Rewards."
9. Click Submit.
10. Print form. Use this as your verification of Federal Work Study.

### **Federal Work-Study Jobs?**

If you have a Federal Work-Study clearance, you may arrange:

An on-campus job such as a library aide or a biology lab assistant or art gallery attendant;

An off-campus job serving the Humboldt County community such as a program aid for Big Brothers/Big Sisters, a court clerk for Superior Court of California, or a reading and math tutor in a local school.

### **I have received my Federal Work-Study Award notification, how do I participate?**

Federal Work-Study Jobs are posted on [Springboard](#). To see the open positions you just need to register or have an account on Springboard. If you have any questions about Federal Work-Study please call the Academic Career & Advising Center at (707) 826-3341 or stop by in Gist Hall 114.

### **How to Find Work-Study Jobs**

1. Go to the Academic & Career Advising Center's homepage at: <http://www.humboldt.edu/acac>
2. Click on "Search Jobs."
4. Type in your Username and Password that you assigned yourself. (See section 5 above.)
5. Click LOGIN.
6. From the Jobs Tab at the top of page, select "Search ALL Job Listings".
7. Scroll down to the "Position Type" box and click on "On-Campus Work Study and/or Off Campus Work-Study".
8. Hit the Search button.
9. Springboard will allow you to view all of the Work-Study job listings. If you have Federal Work-Study clearance, you may apply for any of these jobs.