The MU Office of Student Financial Aid is responsible for the initial awarding of Federal Work Study to eligible students. This opportunity is awarded to students who:

- Demonstrate financial need and filed the Free Application for Federal Student Aid (FAFSA) by the Mizzou priority deadline of January 1
- Indicate an interest in work study on the FAFSA
- Are enrolled at least half-time
- Accept the Federal Work Study award and complete all required items on the To Do List in myZou.

Verify Eligibility: Log on to myZou at http://myzou.missouri.edu > Finances tab to review your aid package.

What are the benefits of your Work Study position?

**Transferable work skills and experience.** These are essential in your post-graduation employment search. You can learn about collaborating with others, professionalism, problem solving, and more.

**Better time management skills.** Studies show that students who work a job for less than 20 hours per week have higher GPAs than students who do not.

**Positive references.** Good working relationships with staff members can lead to excellent letters of recommendation or references for future jobs and continuing education.

**WORK STUDY BASICS:**

If you have been awarded and accepted work study in your financial aid package, you are eligible to select a job. Before you accept your work study job, check out these ideas.

**Pay deposited to your bank account.** A work study job is like any other job—you will go to work, complete a timesheet, and your pay will be directly deposited into your checking or savings account to spend as you like. Unlike your other financial aid awards, your earnings are **NOT directly applied to your University account.**

**Relevant to your interests.** We encourage you to search for a job related to your major or career interests. This is an excellent opportunity to explore what might be a good fit for you, develop work experience, learn new skills, and gain valuable references.

**Your award determines the number of hours you work.** Use this formula to calculate the number of hours per week you could be working: **Semester Award ÷ Hourly Pay ÷ 15 Weeks = Average Hours per Week**
Go to the MU Career Center homepage: [https://career.missouri.edu](https://career.missouri.edu). Click on Jobs and then Work Study Employment.

At the Work Study page, click on Student Login. Log in using your Paw Print and password. If you are unsure of either, contact the IT help desk at (573) 882-5000 or go to [http://myzou.missouri.edu](http://myzou.missouri.edu) and click on Help Desk.

A page should appear that indicates the current academic year. Click Continue.

Your award amount should appear on this next page. Scroll to the middle of the page and begin searching for positions. To ensure the best selection of jobs possible, search by only one criteria at a time (we recommend starting with Employer).

Once you have finished reviewing positions and you have found the position that you would like, then it is time to select the position. Note: Once you select a position, you are locked into that position. Do not select a position unless you are sure it’s the one you want. To finalize your choice, scroll to the bottom of the page and click on “Accept” to confirm your job selection.

Print or take a screenshot of your confirmation form so that you have the employer’s contact information. Contact the employer by email or phone to inquire about setting up an interview. Use this opportunity to introduce yourself and to discuss the position to make sure it is a good fit!

If you are choosing your position before the semester starts, you MUST contact the employer by the end of the first week of classes. If you are choosing your position after the semester has already started, you MUST contact your employer within 2 days. Failure to do so might result in being removed from the position.

### Featured Community Service Opportunities

**A Way with Words & Numbers (AWWWN)**

is a tutoring program in which MU students help elementary school children in the Columbia community develop and improve reading and math skills.

**Jumpstart**

partners with local preschools to offer tutoring for children, and in some cases, no-cost quality afterschool care. In addition, members also participate in a variety of community service events throughout the year.

Make a difference in children’s lives, while also gaining transferable skills applicable to any major and career. Check out more information about each of these programs at [https://career.missouri.edu](https://career.missouri.edu) under the About tab.

**next steps:**

Talk with a Career Specialist for one-on-one assistance: [https://career.missouri.edu/connect](https://career.missouri.edu/connect)

Check out more resources at [https://career.missouri.edu > Resources tab](https://career.missouri.edu > Resources tab)