

guide to

WORK-STUDY JOBS



OVERVIEW

Benefits. Work-study has numerous benefits, including gaining valuable transferable skills, developing great time management habits, and positive references who can vouch for your work ethic.

Check eligibility. Log on to myZou at myzou.missouri.edu > **Finances tab**

- If Federal Work-Study is listed in the financial aid package, accept the offer and complete all required items on the To Do List in myZou.

Schedule. Your supervisor will work with you to determine a work schedule to fit with your classes. Your offer amount determines the number of hours you work:

$$\text{Semester Award} \div \text{Hourly Pay} \div 15 \text{ Weeks} = \text{Average Hours per Week}$$

Getting paid! You will work hours, submit time, and earn pay that is directly deposited into your bank account. Unlike your other financial aid awards, your earnings are **NOT directly applied to your University account.**

STEPS FOR YOUR WORK-STUDY JOB SEARCH

- 1 Go to <https://workstudy.missouri.edu>
- 2 Enter your university credentials
- 3 Search the 'employer' list or enter keywords to view positions. Such as, "marketing," "technology," "health," or "finance."
- 4 Click the job number to view the job description.
- 5 Review job descriptions before hitting the "Apply Now" button. You can only connect with one application and will not be able to view additional opportunities once you hit the "Apply Now" button.
- 6 The application form with instructions is then sent to your MU email account.

Work-Study Questions?

Online:

<https://career.missouri.edu/work-study-employment/>

Email:

workstudy@missouri.edu

PREPARE FOR EMPLOYMENT

Documents. Students must present [Employment Eligibility & Identification documents](https://hr.missouri.edu/new-employees/information-new-employees) to be hired at MU. Only original documents accepted (check <https://hr.missouri.edu/new-employees/information-new-employees>)

Bank info. The University requires a direct deposit of payroll funds. Please have your bank routing and account numbers to avoid a delay in your start date.

Registration. Human Resources will email you instructions to notify you to complete forms and attend New Employee Registration (NER) after you are hired. This is when you will present the required documents.

Starting. You can begin working after completing NER and once the fall semester has begun.



Career Center
University of Missouri

Lower Level
Student Success Center

(573)882-6801

career.missouri.edu

career@missouri.edu



FEATURED COMMUNITY SERVICE OPPORTUNITY

LOOKING FOR \$15 PER HOUR AND 6 CREDIT HOURS?



THIS IS IT



ASK YOURSELF THREE QUESTIONS:

WHAT GIVES ME TRANSFERABLE SKILLS SUCH AS LEADERSHIP, COMMUNICATION & TEAM WORK NEEDED TO ENTER THE JOB MARKET?

ANSWER: **JUMPSTART**

WHAT JOB OR CLASS ALLOWS ME TO PLAY WITH 4 YEAR-OLDS?

ANSWER: **JUMPSTART**

WHAT IS THE ONLY WORK-STUDY JOB OR CLASS ON CAMPUS WHERE I RECEIVE AN AMERICORPS AWARD OF \$1459 PLUS A \$15 HOURLY WAGE AND COURSE CREDIT?

ANSWER: **JUMPSTART**



10-12 HOURS PER WEEK

2:30-7:30 TUESDAYS & THURSDAYS REQUIRED

TRANSPORTATION NOT REQUIRED

TO APPLY:



SCAN THE CODE BELOW OR EMAIL [JAMESBET@MISSOURI.EDU](mailto:jamesbet@missouri.edu)



next steps:

Talk with a Career Specialist for one-on-one assistance: <https://career.missouri.edu/connect>
Check out more resources at <https://career.missouri.edu> > Resources tab