

# 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.missouri.edu](https://myzou.missouri.edu) > **Financial Aid Tile**

- 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 may 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 JOB SEARCH

- 1 Go to [workstudy.missouri.edu](https://workstudy.missouri.edu)
- 2 Enter your university credentials
- 3 Select "Search" to see all positions, search the 'employer' list, or enter keywords such as, "marketing," "technology," "health."
- 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:**

[career.missouri.edu](https://career.missouri.edu) >  
[Jobs & Internships >](#)  
[Work-Study Program](#)

**Email:**

[workstudy@missouri.edu](mailto:workstudy@missouri.edu)

## PREPARE FOR EMPLOYMENT

**Documents.** Students must present [Employment Eligibility & Identification documents](#) to be hired at MU. Only original documents accepted (check [hr.missouri.edu/new-employees/information-new-employees](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 complete the forms and the New Employee Registration (NER) process after you are hired. This is when you will upload 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](https://career.missouri.edu)  
[career@missouri.edu](mailto:career@missouri.edu)





## Make Every Moment Count – Join Mizzou PALS!

Mizzou PALS matches students with children living with limited resources to build their language, literacy and social-emotional skills. **Through hands-on learning opportunities**, students help put children on the path toward life-long learning.

**As a career exploration experience**, Mizzou students pursuing any major build leadership, communication, teamwork and critical thinking skills transferable to any career!

This is a work-study position paying **\$15/hour and may offer course credit, internship hours or progress toward a certificate or minor degree.**

Applicants must have availability on Tuesdays and Thursdays from 2:30PM-7:30PM.

**Space is limited! Scan the code to take the first step in changing a child's life!**



*next steps:*

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