



HOW TO FIND A WORK STUDY JOB USING HANDSHAKE

Step 1: Create a Handshake account

Step 2: Filter jobs that are tagged as Work-Study. To do this you will select Jobs → Filters → On-campus and check the Work Study Box.

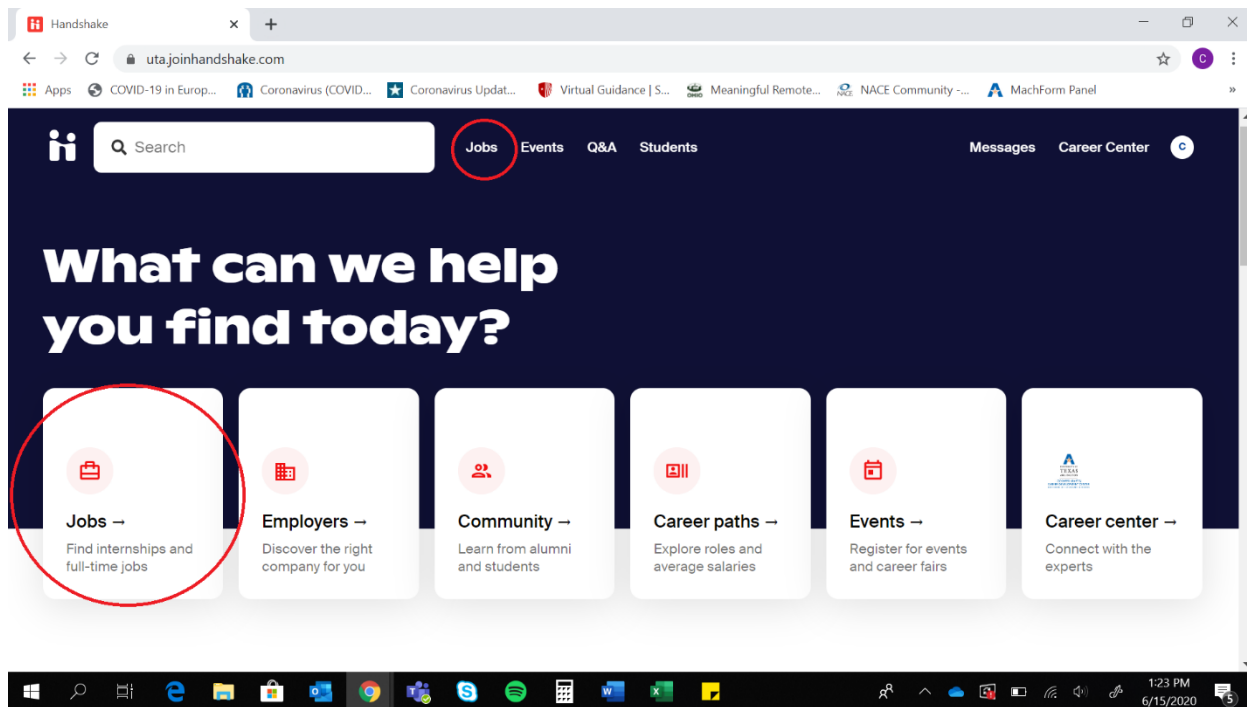
Step 2a: Alternatively, you can also use the search bar to search by job names such as: "UTA Work-Study Student Assistant" or "UTA Work-Study Student Associate".

Note: you will only be able to view Work-Study jobs if you have been awarded and accepted your work-study award – this can be done through your MyMav Account

**Note: There can also be off-campus Work Study job positions as well.*

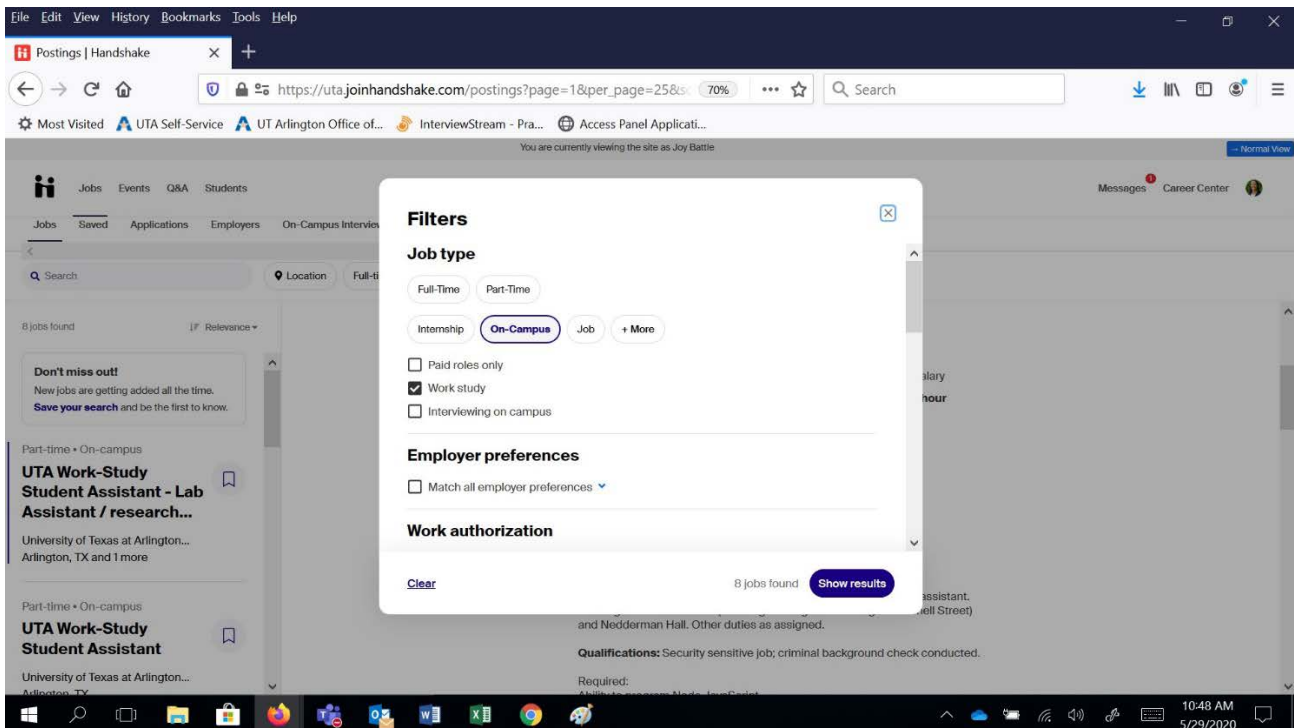
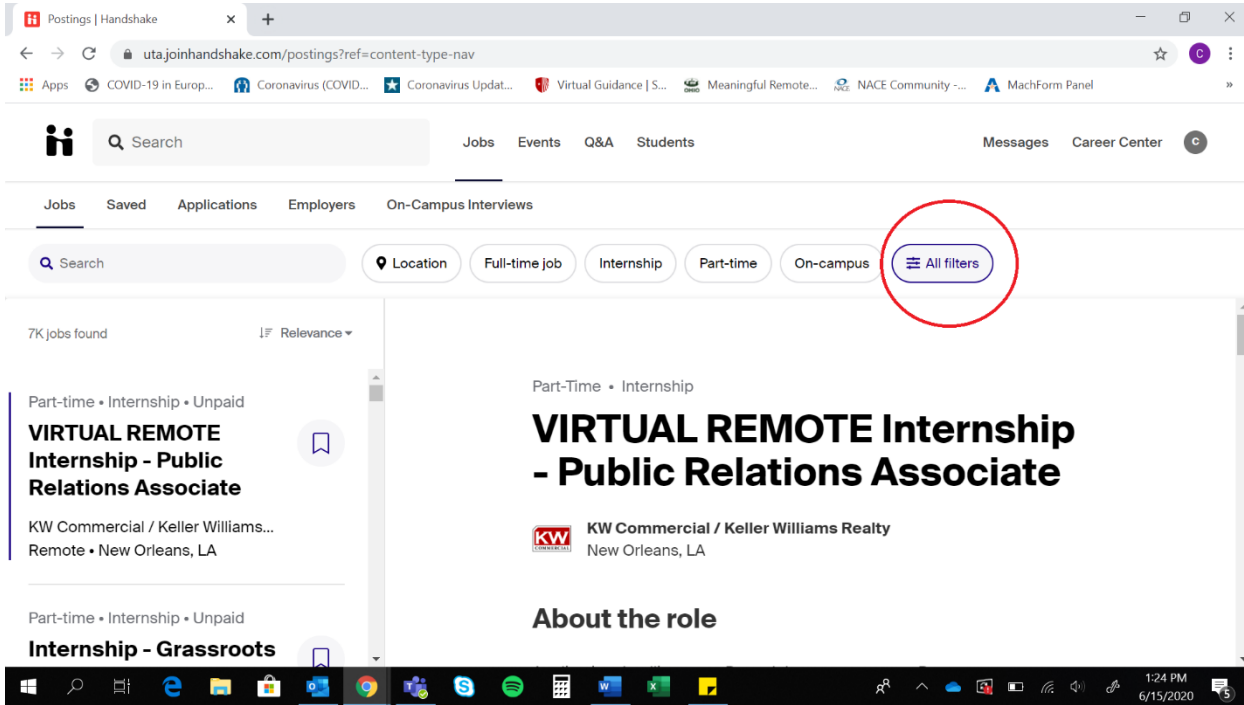
Below you will find a series of screenshots demonstrating what the filtering process looks like. You will select on-campus jobs and check the box for Work study. This will then show you your results and you can begin applying.

Step 3: Once you are hired for a FWS position, your employer will need your "Work-Study Eligibility Form." The form becomes available on your MyMav account 10 days prior to the start of the term.





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The screenshot shows a web browser window with the URL uta.joinhandshake.com/postings?ref=content-type-nav. The search bar contains the text "UTA Work-Study Student Associate". A dropdown menu shows "UTA Work-Study Student Associate in Jobs" and "Campus Interviews". Below the search bar, there are filters for "Full-time job", "Internship", "Part-time", and "On-campus". The main content area displays "7K Jobs found" and a list of job postings. The first job listing is for "VIRTUAL REMOTE Internship - Public Relations Associate" at "KW Commercial / Keller Williams Realty" in "New Orleans, LA". The job is categorized as "Part-time • Internship". The "About the role" section is partially visible.