Looking for a Work Study Job?

If you have been awarded and have accepted work study as a part of your financial aid package, you can select a job right now! Not sure if you have a work study award? Please log on to myZou at [http://myzou.missouri.edu](http://myzou.missouri.edu) to review your aid package. Further questions? Contact your Financial Aid advisor [http://financialaid.missouri.edu/contact/find-your-adviser.php](http://financialaid.missouri.edu/contact/find-your-adviser.php) or the Financial Aid office at (573) 882-7506 or [finaidinfo@missouri.edu](mailto:finaidinfo@missouri.edu).

Before you accept your work study job, you should know:

- A work study job is like any other job—you will go to work, complete a timesheet, and will have money directly deposited into your checking or savings account.
- Although work study awards are based on financial need, you can spend the money you earn in any way you wish. Unlike your other financial aid awards, your earnings are NOT applied to your University expenses.
- We encourage you to search for a job that is relevant to your major or career interests. This is an excellent opportunity to explore an area to see if it is a good fit for you, develop work experience, as well as gain valuable references.
- Your work study award determines the number of hours you can work. For example, a student who is awarded $600 per semester, typically works 15 weeks a semester, and chooses a job that pays $7.50 an hour, works about 5.5 hours per week.
- More information can be found at the Work Study website: [http://career.missouri.edu/work-study](http://career.missouri.edu/work-study)

Are you interested in Community Service?

If you would like to earn your work study award by serving the community, you might want to look into the A Way with Words & Numbers or Jumpstart programs. A Way with Words & Numbers is a literacy and math tutoring program that gives undergraduate students the opportunity to help elementary and middle school children in the Columbia community to develop and improve their reading and math skills. Jumpstart is a similar program that focuses on developing the language, literacy, and social skills of preschool children. Links to these programs’ websites can be found on the MU Career Center website [http://career.missouri.edu](http://career.missouri.edu).

Searching for a Work Study Job

Follow the steps listed below to search for available work-study positions on campus:

1. Go to the MU Career Center homepage: [http://career.missouri.edu](http://career.missouri.edu).
2. Click on the Work Study button located on the left side of the page.
3. At the Work Study site, 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.
4. A page should appear that indicates the current academic year. Click Continue.
5. Your award amount should appear on this next page. Scroll to the middle of the page, and begin searching for positions. We recommend you begin searching by Employer, though you may search by other parameters as well. To ensure the best selection of jobs possible, search by only one criteria at a time.
6. If you come upon a job you like, you may choose that job by clicking “Accept” at the bottom of the job description. Be careful when you do this! Once you have selected a job, you are locked into it. In other words, do not accept a job unless you are sure it is the one you want.
7. Print a copy of your confirmation form so that you have the employer’s contact information. Please contact the employer by email or phone to inquire about setting up an interview. This will be your opportunity to introduce yourself and talk with the employer about the position you have chosen to make sure it will work for you. 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.

If you have any questions or problems, feel free to email us at [workstudy@missouri.edu](mailto:workstudy@missouri.edu).

The MU Career Center is here to assist you with career and major exploration, job search preparation, or after college planning. Come by the Career Center or visit our website at [http://career.missouri.edu](http://career.missouri.edu), and a Career Specialist would be happy to help you!