

FAQs

How are students identified?

Eligible students apply for positions using the UNCW Career Center's Handshake software at uncw.edu/career/handshake.html.

How are students paid?

Students receive a monthly paycheck. In general, 75% of the wages are paid with federal funding; the remaining 25% is paid by the hiring department/organization. Currently, UNCW pays the nonfederal share on behalf of the hiring department/organization.

How many hours are students permitted to work?

A student may work a maximum of 20 hours per week while classes are in session and 40 hours per week during breaks. On average, students work between 10-15 hours per week.

What are the steps to get started?

Submit a job description and skills inventory for each position type that is desired. Fillable forms are available at: uncw.edu/finaid/OSFAForms.html.



Off-Campus Employers

*American Red Cross
Boys & Girls Brigade
Carousel Center
Coastal Horizons Center, Inc.
Children's Museum
DREAMS of Wilmington
Winter Park Elementary School
YMCA*

Partnerships within New Hanover County government include:

*Board of Elections
Cape Fear Museum
Human Resources
Northeast Regional Library
Social Services*



Office of Scholarships & Financial Aid

601 S. College Rd
Warwick Center, Room 140
Wilmington, NC 28403-5951
Phone: 910-962-3177
Fax: 910-962-3851
E-mail: workstudy@uncw.edu



UNIVERSITY of
NORTH CAROLINA
WILMINGTON

WORK STUDY PROGRAM *Community Employers*

Office of
Scholarships &
Financial Aid



What is Work Study?

Work study is a program for students who demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA). Work study provides funds to higher education institutions as matching funds for the wages of students employed both on and off campus positions.

Off-campus work study jobs may exist with federal, state, or local public agencies or private nonprofit organizations that provide services in the public interest.

Work study funding is provided by the U.S. Department of Education. Annual allocations vary and determine the number of allowed positions each year.

Mission Statement

The UNCW FWS program facilitates partnerships among students, faculty, staff and the community by enabling employment experiences that engage students in processes that contribute to responsible citizenship.

We value opportunities that:

Align with the academic interest of students,

Balance academic and employment responsibilities

Cater to career and industry possibilities,

Deepen the understanding and appreciation of diversity,

Empower students with an expanded set of technical and professional skills,

Fulfill the fiduciary expectations of the US Department of Education while providing a framework to offset educational expenses for students, and

Grow areas of personal development for students.

Administrative Items

For consideration as an off-campus employer for UNCW's work study program, organizations must submit the following:

- Documentation of its nonprofit or public status
- Copy of its most recent annual report
- Organization's mission and scope of work

Complete the job description and skills inventory forms to request a position. Forms available at: www.uncw.edu/finaid/OSFAForms.html

"Our experience with the work study program has been phenomenal. The professionalism and attentiveness of the staff has been very beneficial to our organization. The Work Study program refers applicants based on your job description, to ensure the students' skill sets meet your needs."

DREAMS of Wilmington