

STUDENT EMPLOYMENT FAQs

WHAT IS FEDERAL WORK STUDY (FWS)?

FWS is a component of a Financial Assistance/Aid package, which is obtained by filling out the FAFSA form. Federal Work-Study award money is obtained by working in a student position that can accommodate a student with a FWS award. For more information about Federal Work-Study, visit the Office of Financial Assistance website at www.luc.edu/finaid.

DO I HAVE TO USE MY FWS?

No, FWS is an optional award that you are not required to use. However some on-campus departments and community-based partners can ONLY hire students with FWS awards so it's a good idea to have your award letter with you when applying for positions.

HOW DOES MY FWS AWARD WORK?

Once a student has applied for Financial Assistance and he/she knows that Federal Work Study is part of his/her award package, the student applies for positions that are seeking students with FWS. Upon obtaining employment, the student works in the position in which the manager is paying the student's salary from the FWS award until the FWS award is completely spent. Please note, accepting FWS does NOT guarantee employment.

HOW DO I LEARN ABOUT OPEN POSITIONS?

Searching for a position should start by setting up your account in our on-line database, Handshake, which connects employers to students. Additionally, students are encouraged to network with other students, departments and administrators via email, websites and job fairs to learn about vacant and new student positions.

HOW DO I KNOW WHICH POSITIONS ARE SEEKING A STUDENT WITH FWS?

When using Handshake, positions that seek FWS students will only be available to those who qualify for FWS. Employers have the option to narrow their search to FWS employees when they post their positions. All on-campus FWS positions will be posted under the "On Campus Student Employment" job type category.

HOW DO I GET AN ACCOUNT IN HANDSHAKE?

All currently enrolled students have a free account in Handshake! Logging in is easy—just use your Loyola Username and Password, complete the profile, and start searching! Visit luc.joinhandshake.com to get started!

HOW DO I FIND JOBS I AM QUALIFIED FOR IN HANDSHAKE?

Positions are listed under categories which can be explored by running searches under the various "drop-down" menu option under "job search". Menu options include: On-Campus Student Employment (Part-Time), Internship, and Job (Part-Time).

DO I NEED A RESUME TO APPLY FOR JOBS?

It is a standard professional practice to have a cover letter and current resume prepared for each job or internship application. Review each specific position description carefully to learn if an employer requires a resume and/or cover letter.

STUDENT EMPLOYMENT FAQs

WHERE CAN I GET HELP PREPARING MY FIRST OR UPDATING MY RESUME?

The Career Development Center and, for business majors/minors, the Quinlan School of Business' Business Career Services, provide services to help students draft or update a resume. Students have the option of making an appointment with an advisor, attending a work-shop or attending "drop-in" hours (no appointment required) for resume assistance. See our websites for details.

WHY ARE SOME POSITIONS OFF CAMPUS?

The Career Development Center, in partnership with the various on-campus career centers, works with many different employers and community-based organizations to provide a diverse pool of opportunities that will appeal to a wide array of student interests

IS AN INTERVIEW REQUIRED FOR ANY POSITIONS?

It is possible, though not required, that you will be asked to interview for a position. Ask the hiring manager if an interview is part of the hiring process when submitting your application.

WHAT DO STUDENTS EARN?

Students are typically paid an hourly wage between \$14 and \$17 per hour, on average. It is best to review a specific position description for details on compensation.

ARE THERE STUDENT EMPLOYMENT OPPORTUNITIES AT LOYOLA?

Yes! There are numerous opportunities that exist on campus, off campus, in community-based organizations and as internships.

HOW MANY HOURS SHOULD I WORK EACH WEEK?

Research in student performance tells us that the ideal number of hours to work each week as a full time student is approximately 15. If you are using your Federal Work-Study award or are an International Student, you will have a limit on the maximum number of hours that you can work.

WHAT TYPES OF POSITIONS EXIST?

Position types vary based on the needs of the department, employer or community-based organization. Loyola students serve as research assistants, tutors, lifeguards, desk assistants, etc.

WHEN SHOULD I START MY JOB SEARCH?

While there are positions posted on Handshake regularly, the month before the start of each academic term is when most on-campus and community-based Federal Work-Study positions are posted.