Instructions

To Apply Online for On Campus Work Study Positions

Before you apply, be sure you have Work Study Funding. If you are uncertain, log into HFC Web Advisor and view your Financial Aid Award Letter to confirm that you received Work Study funding and the exact dollar amount awarded for the semester in which you are applying. You will need the dollar amount when you fill out your application.

Some positions require a specific knowledge or skill set, and when no qualified applicants with Work Study funding are identified, the position is opened up to other students. All applicants must still be enrolled with a minimum of 6 credits per semester. (The Spring/Summer Semesters could be combined for 6 credits.)

Find the **Work Study Employment Application** in the bottom right corner of your Student Home Page screen on HFC Job Leads.

When you open it, you may see a box asking "do you want to open?" Click **Open**.
You may see a yellow banner that asks "do you want to Enable it?" Click the **Enable** button.
Now you can add text to "fill in" your On Campus Work Study Application.

When you have filled out the two page application, **Save** the application as a doc, on either a flash drive or to your computer.

Upload your saved document to your **Documents Tab** in HFC Job Leads under the On Campus Work Study Student Employment Application bubble (similar to uploading a resume).

You will also need to upload your financial aid award letter along with the current semester's class schedule. You will need to use the snipping tool, paste the captured picture into a word document. You can search your computer for this tool.
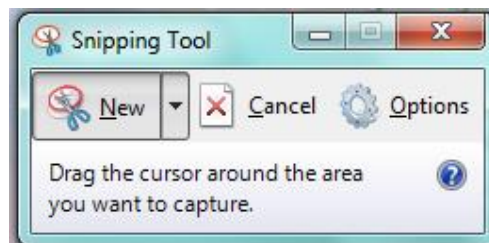
Make sure you save the document and upload each into the document tab. Make sure you name your document and select the appropriate bubble when uploading each document.

Class Schedule & Award Letter will need the other documents bubble filled

If you only have one uploaded application it will automatically be used for any on campus positions that you apply for.

The application will then be forwarded to the department that posted the position. They will contact you for an interview if they feel you are a good match for the position. Just being asked to interview, does not guarantee that you will get the job. You are free to apply for more than one position at a time, and could use the same application or customize each application.

Please note that you can still apply in person at the Career Services Office and fill out an application.

Contact the Career Services Office at 313-845-9618 for assistance if needed.