WORK-STUDY GUIDELINES

Overview of Program

The Federal Work-Study Program (FWS) is intended to stimulate and promote part-time student employment. The federal government allocates funds annually to the UCLA Financial Aid Office for this purpose. Through the Federal Work-Study Program, students engage in work for the University. The UCLA Financial Aid Office is responsible for determining students’ financial need and eligibility for Federal Work-Study funds. Eligible students receive a Work-Study Job Referral Form, which serves as confirmation of eligibility to departments wishing to hire a Work-Study Student.

Hiring Work-Study Students

Hiring managers interested in employing work-study students need to advertise vacancies on the UCLA Work-Study Job Bulletin. To post positions on the job bulletin, forward the following to Lucie Dean.

- Summary of Duties
- Qualifications
- Supervisor
- Person Conducting Interviews
- Hourly Rate
- Number of Working Hours Per Week
- Number of Vacancies
- Payroll Title

To hire students in Fall Quarter, request for job postings need to be received by early September. To hire students in the Summer, job posting requests need to be received by Mid-May.

Benefits of Hiring Work-Study Students

A department that hires a student through the Work-Study Program will pay a percentage of the student’s total earnings (the percentage for 2005-2006 is 50%). The Work-Study program will pay the remaining salary (50%). The matching requirement is determined by the federal government and the University, and is subject to change, depending on the availability of funds.