

STUDENT EMPLOYMENT

Federal Work-Study

If you wish to earn a portion of your educational expenses and can demonstrate financial need through the FAFSA, you may qualify for the Federal Work-Study program. Federal Work-Study (FWS) provides part-time jobs for students with financial need allowing them to earn money to help pay education expenses. Earnings under Federal Work-Study **are not credited** to your account. You will receive a paycheck every two weeks based on the number of hours you have worked. The program encourages community service work and work related to the student's course of study. Federal Work Study students are prohibited from working during scheduled class times and work time does not include time for study.

Students who are offered Federal Work Study will need to accept the award and then submit the required documents as outlined in the documents as outlined in NEST.

Student Employment Service

Handshake (<http://www.creighton.edu/careercenter/handshake/>) is Creighton University's online career management system that offers many benefits including a search function for On-Campus Student Employment, a mobile friendly interface, and a personalized experience for students and employers to connect for opportunities. Some on-campus jobs are filled by word-of-mouth so students may want to directly contact any departments of interest.

At the time of hire, all U.S. students employed on campus must complete the Federal I-9 Employment Eligibility Form. Be prepared to show a valid ID and a document that proves your eligibility to work in the United States. The most commonly acceptable documentation is an original Social Security card or Birth Certificate or U.S. Passport. International students must show U.S Visa with I-94 and I-20.