HOW TO GET A WORK STUDY JOB

1. Receive Federal Work Study Funds In Your FAFSA
   - Not sure if you were awarded FWS funds check MyUSM Campus Portal or contact USM Financial Services
   - Being Awarded FWS does not guarantee you a work-study job
   - These funds are **earned through hours at your work study job**
   - Start by searching for a work-study job on USM Career Connections
   - If you are not awarded FWS Funds in your FAFSA, you can still search for department-funded jobs.

2. Find and Apply for Jobs
   - Log in to MyCampusPortal https://mycampus.maine.edu
   - Go to the USM Career Connections The Blue Cube

3. Search For Positions
   - Choose Federal Work-Study jobs and/or USM Department-Funded jobs in your search filter
   - Read the job requirements and application process

4. Submit Application Materials
   - Resume and Cover letter might be required (depending on department)
   - Get help crafting your resume and cover letter on the Career & Employment Hub website https://usm.maine.edu/career-and-employment-hub/resume

5. Wait To Hear From The Employer
   - Follow up with the department if you don’t hear back after submitting your application
   - If you are invited for an interview, get help preparing for it on the Career & Employment Hub website https://usm.maine.edu/career-and-employment-hub/interview
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6 **Congratulations, You got The Job!**
- When you get notified that you have been chosen for the position, ask for the contact information of your supervisor
- Schedule time to visit supervisor to complete new hire paperwork (this needs to be completed before you begin working)

7 **New Hire Paperwork**
- HR Individual Data Sheet
- I-9 Form & Instructions
- W-4 Federal
- Authorization for Direct Deposit on Employee Self Service
  - [https://mycampus.maine.edu](https://mycampus.maine.edu)
- W-4 State
- Confidentiality Form
- Work Authorization Form

8 **Remember To Bring Identification With You**
- Bring documents that prove work eligibility and identity for the New Hiring Paperwork

9 **Remember To Discuss With Your Supervisor**
- Your work study schedule
- Your starting date
- Your tasks or projects
- Your class schedule and availability

10 **This Is A Real Job!**
- Go to UMS academy and do the mandatory student training track during working hours: [https://sites.google.com/a/maine.edu/ums-academy/](https://sites.google.com/a/maine.edu/ums-academy/)
- You will record your work hours each week using MaineStreet
- Late time submission means late pay checks

For Payroll questions and late payments, please contact Payroll Services at (207) 581-9104 or email payroll@maine.edu