

## **STUDENT EMPLOYMENT@MASSART**

### **Federal Work Study (FWS)**

Most MassArt students receive notification that their financial aid package includes a Federal Work Study (FWS) allotment. This FAQ will help you understand what FWS is and how it can be helpful to you.

### **What is Federal Work Study (FWS)?**

Federal Work-Study is a need-based work program that enables students to earn wages through a variety of job opportunities. Jobs may include being responsible for helping in an administrative office, bringing prospective students on tours, helping out in one of the studios or gallery sitting. There are also FWS off-campus jobs through MassArt's Center for Art and Community Partnership. Your FWS award is available to you for one year. You will need to submit a new FAFSA form next year and may be awarded FWS again. FAFSA forms are due in early March each year.

### **Where are the job openings?**

First, check out the range of off-campus workstudy options offered by MassArt's Center for Art and Community Partnership (CACP). You can see and apply for CACP's workstudy positions by accessing your Career Development/Handshake account. You already have a Handshake account. Login and use your MassArt Net ID (your massart email and password) to access your account. Watch this video: **How to Find On-Campus and CACP Jobs (58 sec)**: <https://www.screencast.com/t/gfaXYZJnLkwa>

For on-campus student employment, some campus departments hire multiple students for weekdays and extended hours (nights and weekends): the MassArt Library, Tech Central and the MassArt Art Museum (MAAM, opening Feb 2020) among them. However, positions in those departments may be available at times of the year other than the beginning of the Fall semester when students, especially first year students, are looking for an on campus job. Check in with those areas during the academic year if you are interested in working there. The MassArt Library is located on the 12<sup>th</sup> floor of the Tower Building, Tech Central (3<sup>rd</sup> floor Tower Building) and MAAM will open in South Hall.

Please know that many on campus positions may only accept applications from students with certain skills or who have completed certain classes. For example, for the Digital Lab Monitor in the Photography department, applicants must be a current Senior in Photography who has completed a MassArt digital photography course. In fact, most (but not all) on campus student employment opportunities are best suited for students who have completed at least one year of study at MassArt.

### **There are off-campus workstudy jobs?**

Yes! MassArt's Center for Art and Community Partnerships (CACP) offers students community-based employment through its PartnershipWORKS program. CACP is a popular choice for many first year students to use their FWS award. Through PartnershipWORKS, MassArt students become a

part of the CACP student cohort and work in community organizations in Greater Boston as teachers, designers, mentors, illustrators, documenters and more. Look for current opportunities using your Career Development Handshake account. Watch this video: **How to Find On-Campus and CACP Jobs (58 sec)**: <https://www.screencast.com/t/gfaXYZJnLkWA>

### How do I apply for a FWS job?

- Your first step is to create a basic resume since most positions require one.
- Here is a [Basic Text Student Resume](#) template and [Cover Letter guide for Student Employment @ MassArt](#).
- When responding to an opening, note the hours *you are free to work in your cover letter*.
- Blocks of time of 3-5+ hours are most helpful to departments and studios with openings.
- Don't wait! Jobs on campus go fast, if you see it listed apply asap!
- When you apply for an on campus job, follow the application instructions. If the Hiring Manager asks you to email your resume, attach it, and in the body of the email, type your cover letter.
- Don't leave the Email Subject field blank. Use that space for the title of the position you are applying for, example: Subject: *Business Office Workstudy Application*

### What if I need help applying for a job?

We are here to help! You can visit Career Development Monday - Friday 9 am - 5 pm. We are located on the 2<sup>nd</sup> floor of the Kennedy Building in Student Development. You can also visit ARC Monday-Friday 9 am to 5 pm and ARC After Dark. The Academic Resource Center (ARC) and Career Development have student Peer Advisors who are trained to offer you a resume critique and can also help you access your Handshake account. ARC After Dark hours are 5-7 pm Monday – Thursday during the academic year. ARC is located on the 8<sup>th</sup> floor of Tower.

### Do I have to interview for an on campus job?

FWS students applying to a new position may be asked to interview. This decision is entirely up to the MassArt hiring manager. Want to practice? Access your Interview Stream account using your MassArt Net ID. You can practice a mock interview and record your responses. **How to access your MassArt Interview Stream Account (59 sec)** <https://www.screencast.com/t/YxTvxAxMe0n>

**Can I work as many hours as I want?**

No. The amount you earn can't exceed your total Federal Work-Study award. When you are close to reaching your work study award allotment you should contact Financial Aid. They can check to see if you are eligible for additional work study past your original award.

**How many hours per week can I work?**

Typically MassArt students work between 5-10 hours per week in their FWS job.

**I have been offered a workstudy job, now what do I do?**

Once students have found a work-study position, they must visit the Office of Student Financial Assistance to complete a work study contract. This includes completing tax forms and providing proof of eligibility to work in the U.S. (the student must bring in **original documents**, such as a passport, birth certificate, or social security card) before they can begin their job. Once the paperwork is complete you will be given access to the online timesheet system in order to submit your hours.

**How will I be paid and how much?**

Undergraduate students are paid \$12 an hour. You can choose to have direct deposit or pick up a paper check. MassArt's pay cycle is every 2 weeks.

**Are taxes taken out of FWS?**

Yes, the money you earn from your on or off campus job is generally subject to federal and state income tax.

**My first priority is my class schedule and settling into my life at MassArt. Do I have to look for a FWS job?**

Actually, "my classes and studio work" was selected as the most important priority identified by 89% of recent survey respondents who completed their first year at MassArt. Your first year at MassArt will offer you a range of new experiences, so please, settle in and become familiar with the campus and what your MassArt experience has to offer.

### **Do I have to pay back FWS if I don't use it?**

Federal Work study is a type of financial aid that does not have to be paid back. Money earned in the work-study program can be used for any educational and/or personal expenses.

### **What other employment is available to students?**

There are some positions available on campus that are open to students who do not have FWS awards. Those positions are referred to as “Per Diem” or “Trust Fund” positions which may be available in a departmental budget. If a position is open as a Trust Fund/Per Diem opportunity it will be listed in the job description when the job is posted on the Career Development Handshake job listing system.

You may also wish to apply for open positions in the bookstore (basement of Kennedy) or Peet's (Kennedy 1<sup>st</sup> floor). A number of restaurants and retail businesses on Longwood Avenue and in the Fenway area may also offer Part time employment.

All students should consider applying for Student Leadership openings too. Working as a Student Leader is a great opportunity to meet new people, have fun and gain valuable skills.

### **Student Leadership Positions are paid?**

Yes, there are 23 different positions advertised during the Student Leadership process. Some are well known by students and others you may never have heard of. There are some really cool opportunities included in this process and we urge you to read through the different job descriptions (you just click on the name of the position on the website) to see what each job is about before you apply. You may find out about a position you didn't know we had and that is right up your alley! You can (and should) apply for more than one position!

Watch for Student Leadership Information sessions in December. Applications are due in late January/early February.

[Student Leadership Opportunities at MassArt](#)

