



Written in conjunction  
with the  
UNO Financial Aid Office  
and the  
UNO  
Student Employment Office.

### **What is Federal Work-Study?**

Federal Work-Study is a program that provides job opportunities for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. Students who accept Federal Work-Study are not guaranteed a job. The program encourages community service work and work related to your course of study.

Hundreds of UNO students take advantage of the work-study program to earn extra money for living expenses.

### **A work-study student is:**

A temporary part-time hourly worker, enrolled for at least one credit hour, whose primary purpose for being at the University is the achievement of an education. The individual's employment is temporary and secondary to the pursuit of a degree.

### **What are some advantages of choosing a work-study position?**

- Flexible work schedules (Employers understand and support the fact that you are a student first and foremost).
- Work opportunities related to your course of study.
- Your earnings are treated as "income exclusion" for future FAFSA application processing purposes.
- Minimal commuting time and convenience.

Students serve in virtually every office and department at UNO and perform a myriad of duties vital to its success. Considerable research shows that student employment is a

primary factor in student retention. A significant factor in postgraduate career choice can be part-time experience that exposes students to career related opportunities.

### **How many hours can I work?**

Work-study students usually work an average of 10 to 20 hours per week depending on their class schedule and the needs of the hiring department.

### **How much will I make?**

Your work-study wages will be at least the current federal minimum wage, but could be higher depending on the type of work and skills needed to perform the job.

The amount you earn cannot exceed your  
total Federal Work-Study award.

### **How will I be paid?**

Work-study students at UNO earn an hourly wage and are paid bi-weekly. The University has an Electronic Funds Transfer (EFT) system, which automatically deposits the student's earnings directly into their checking/savings account. The student will receive a pay-stub detailing the amount of monies deposited and the taxes withheld.

### **Student Employment Programs**

UNO's Student Employment Programs (Eppley 205), advertises current work-study job openings on:

- **The Student Job Board**  
1st floor Eppley Admin. Bldg.,  
across from Cashiering
- **Student Employment Job Listing**  
<http://careers.unomaha.edu>

For the latest openings visit the job board or the student employment homepage. Computers are available in Eppley 205 for student use in on-campus job search.

Since 1969, the University of Nebraska at Omaha has been participating in the Federal Work-Study (FWS) program. This program provides employment as determined by the Free Application for Federal Student Aid (FAFSA). FWS is offered as a part of your total financial aid package to assist you in financing your college education. See a Financial Aid Counselor for additional information regarding FWS. See Student Employment for information regarding work-study opportunities.

**Contacts:**

**Student Employment**

**Eppley Admin. Bldg #205**

**(402) 554-2321**

**[http://www.unomaha.edu/test\\_humanresources/studentemployment.php/](http://www.unomaha.edu/test_humanresources/studentemployment.php/)**

**Financial Aid**

**Eppley Admin. Bldg. #103**

**(402) 554-2327**

**<http://www.ses.unomaha.edu/finaid/>**

The University of Nebraska at Omaha is an affirmative action/equal opportunity institution.