What is Federal Work Study (FWS)?

The Federal Work Study Program offers job opportunities for students with financial need, allowing them to earn money to help pay education expenses. Types of jobs range from entry level to highly skilled, in a variety of areas such as office/clerical, child care, tutoring, computers, customer service, research, and technical/trades. The money you earn in the FWS program does not get counted as income when re-applying for financial aid. As a result, your chance of being eligible for future financial aid will not be negatively affected.

How much will I make?

The hourly pay rate is $8.70 an hour, but it may be higher, depending on the type of work you do and the skills required. You will get paid semi-monthly for the hours you work.

Are Federal Work-Study jobs on-campus or off-campus?

Most of the FWS positions are on the Honolulu Community College campus. A few off-campus positions are available at a local elementary school.

Can I work as many hours as I want?

No. The amount you earn cannot exceed your total Federal Work Study award. When assigning work hours, your employer (supervisor) will consider your class schedule. The maximum number of hours any student employee can work is 20 hours per week during the academic semester but may be much less depending on the total award amount. The FWS award cannot be applied or earned during summer break.

How do I apply for a Work-Study job?

Apply on-line at hawaii.edu/sece and login using your UH Username and password. If you are a first time user, create/complete your student profile (secure site). Be sure to select UH&FWS or FWS as Job Program and identify your campus as Honolulu Community College. Once you are logged into the system, you may conduct your job search of FWS positions. Please refer to the instructions on the back of this sheet.

More questions or problems getting referrals? Contact Career Services at (808) 845-9204, via email at honcs@hawaii.edu, or visit the Department in Bldg. 7-320.
ON-CAMPUS EMPLOYMENT
Student Employment & Cooperative Education (SECE) On-line Job Database Instructions

1. Go to website: hawaii.edu/sece
   Login at Student / Alumni Login with your UH Username and Password.
   *Eligibility requirements: 2.0 GPA; registered for a minimum of 6 credits

2. First time users: complete the student registration including phone number and expected date of graduation.

3. At the Student Main Menu, select Job Program: UH, FWS (Federal Work Study), or UH&FWS. Island Location: Oahu. Campus Location: Honolulu CC. Click SEARCH when done.

4. You may use the pull-down menus to change the criteria and narrow down your job search to meet your skills and needs.

5. A list of matching results will be displayed. Click on the Position Title to see the detailed job listing.

6. If you are eligible for employment, you may begin to add jobs to your referral list by clicking the “Add to Job Cart” button. (If you do not see this button, contact Career & Employment Center).

7. To process the referrals, under Saved Jobs, click “Select” button, then “Process Referral(s)”. The job information should appear in the “Generated Referrals” bin. Click on the Referral # to pull up the referral.

8. Print each referral to obtain the employer’s contact information. Be sure to follow the How to Apply instructions. You are responsible for contacting the employers.

Honolulu Community College Career Services, Bldg. 7 Room 320, Phone 845-9204