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 $10.60 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 Federal Work-Study job?

Apply on-line at sece.its.hawaii.edu and login using your UH Username and password. If you are a first time user, create/submit your student profile. Once you are logged into the system, you may conduct your job search of FWS positions. When searching for jobs, be sure to and identify your campus as Honolulu Community College. To maximize your pool of potential jobs, it is best to select “All On-Campus” jobs in the Job Program section. Just be sure to let your potential supervisor know that you are eligible for FWS. Please refer to the instructions on the back of this sheet.

More questions? Contact Hillary Brown, Student Employment Specialist at 844-2356 or via email at habrown@hawaii.edu or visit Career Services in Bldg. 7-320.