

What is Federal Work-Study?

Federal Work-Study is a need-based, federal financial aid program that provides part-time employment for undergraduate and graduate students enrolled at least half-time at UNCW.

How do students receive a Work-Study award?

Students must demonstrate financial need to be eligible to participate in the FWS Program. Financial need is determined by the completion of the Free Application for Federal Student Aid (FAFSA). Funds are awarded limited and are awarded on the first come first served basis. You can increase your chances by submitting your FAFSA by the priority deadline and answering “yes” to the FWS questions on the FAFSA.

What types of jobs are available?

A wide variety of opportunities are available. The most prevalent position is the office assistant but other jobs such as box office, stage crew, and lab assistant are just a few of the choices. In addition, off-campus, community service jobs in a variety of non-profit organizations are available.

Students identify a position(s) of their choice by searching for a job through the Career Center’s web site: <http://uncw.edu/career/SeaWork.html>. Students contact the supervisor or contact person as directed in the application instructions. The earlier you start your search, the more choices you will find.

When is payday?

The employment pay period is the 15th of each month for the hours worked during the previous month. If the 15th falls on a holiday or weekend, pay day is the Friday before. Time sheets are due in to your supervisor at the end of each month. Your funds will be direct deposited to your checking account. Direct deposit is required by the Payroll Office. Your first paycheck at UNCW is always a paper check. You will pick it up in the Cashier’s Office in the Warwick Center on payday. Bring a picture ID with you.

What are the employment period and work hours?

The financial aid award year begins with the first day of the fall term and ends the last day of the term each year. Students may not work outside of these dates.

Federal guidelines prohibit students from working during their scheduled class periods. The FWS employers try to coordinate your work schedule with your academic class schedule. Students are limited to maximum of 20 hours a week. The average work hours a week is 10-15 hours.