

Ferris State University
Student Employment Office

Located at the Timme Center, CSS 1011201 South State Street

Big Rapids, MI 49307

231.591.2012

How to Apply for Jobs On-Campus

***Fall Jobs will be posted beginning August 3rd**

- There are two ways to access student job postings. You can visit the FSU Student Employment Homepage at www.ferris.edu under the Student Services tab
- OR
- You can log into MyFSU and access student jobs postings from the Life@FSU tab and look in the Student Employment area.
- Click on “Local and On Campus Job Postings”
- Login using your MyFSU username and password
- **NOTE:** The first time you login you will be directed to create a profile. Here you will need to complete contact information and previous employment, if any.
- If you find a job you would like to apply for you should print off and submit the job referral form/application to the employer whose contact information is located at the bottom of the form.
- This application form can be hand delivered if you are on campus. You may also mail , or email the application to the contact person. Contact information can be found on the Ferris Directory <https://www.ferris.edu/directory/results.cfm?type=employee>

How to apply for Off-Campus Jobs

- Log in the same way as you do for On Campus jobs (see How to Apply for Jobs On-Campus)
- Click on “View Off-Campus Jobs”
- The Off-Campus jobs will provide job descriptions and contact information for local employers looking to hire Ferris students.

Requirements to Work On-Campus

- An undergraduate must be enrolled at least half time (6 credits)
- Must be registered for classes before one can see job postings online
- May not work more than 24 hours a week during academic semesters (Fall/Spring)

Important Information Regarding Pay

- Most entry level positions start at minimum wage of \$9.65 an hour
- Student wage levels are broken down into four categories (Located on the Student Employment website)
- Paychecks (direct deposits) are distributed every two weeks.
- **NOTE:** It is very important to understand that whether the student has work study or not, money DOES NOT credit the student’s bill

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(Please Read Carefully)

Work Study vs. Non-Work Study

Federal Work Study (FWS)

Federal Work Study is a program that allows Ferris students to work on and, in some cases, off campus with their wages being funded by the federal government. The advantage is that there are often more jobs available because the student's wages do not come out of the employing department's budget but rather the FWS program. Student employees are essentially "free labor" for their employer. Wages earned through the FWS program are not used to calculate your Expected Family Contribution (EFC) when you file a FAFSA.

Students are eligible to apply for work study jobs if, and only if, they have been awarded FWS as part of their financial aid package. FWS is a financial aid award that is given out based on student need and fund availability. Typically, students must have their financial aid file (FAFSA and Verification documents) completed early while funds are still available. The FAFSA should be completed in October or November to be considered. The student must also indicate on their FAFSA that they would like to be considered for work study.

If the student does not have a FWS award it means he or she did not have the financial need required to qualify, the financial aid application process was not completed or it was too late, or the student did not indicate that he or she would like to be considered on the FAFSA.

Non-Work Study

Many students who work on campus are funded by the departments' budget and not the Federal Work Study program. Because many areas have a large number of student employees, they cannot rely on work study students to fulfill their student worker needs. Many of our large departments, such as Dining Services and Residential Life, hire many non-work study students. Several of our other smaller departments also have funding to hire non-work study students. These jobs make up the largest segment of our student jobs. If you are not awarded Federal Work Study there are still ample employment opportunities.