

# STUDENT EMPLOYMENT

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Students who want to supplement their educational resources may do so through on- or off-campus part-time employment.

## Part-Time Student Employment

Students may apply for consideration for on-campus employment by various University offices and departments. Student employment on a part-time basis by the University is generally limited to 19 hours per week. Students may learn of both off- and on-campus employment opportunities through the Mays Center, and more specifically, through Handshake, an online jobs database curated for our students and alumni.

Handshake is accessible through your JagWire account. Generally, to be eligible for student employment, a student must be enrolled in a minimum of six credit hours during the current semester.

Student employees must be in good academic standing and maintain an academic record acceptable to the department head for the employing department, including a cumulative grade point average of no less than 2.0.

## Federal Work Study

The Federal Work Study Program helps eligible students defray the cost of post-secondary education. The Federal Work Study Program is a financial aid program designed to provide part-time employment opportunities with eligible on-campus and off-campus entities. Eligible students also have the opportunity to gain valuable experience while pursuing a college education. To qualify, a student must demonstrate financial need and in most cases must be enrolled at least half-time by October 1 of the fall semester. The amount of the award may vary based on the student's classification and grade level. Eligibility must be established each year.

- A student must be enrolled in an eligible program as a degree-seeking student.
- A student must meet all Title IV requirements.

While classes are in session, students may work up to a maximum of twenty hours per week. Offices typically require work-study students to dress business-casual. Some offices allow work-study students to dress more casually, so student must be sure to check with their supervisor. Students must remember that they are working in a professional setting and need to dress accordingly.

Work-study is awarded on a first-come, first-served basis to students with financial need (as determined by the student's FAFSA). Therefore, work-study funds are limited. Students may search for both on and off-campus employment by utilizing their Handshake account. More information on student employment can be found at [www.tamusa.edu/mays](http://www.tamusa.edu/mays). Many on-campus regular wage positions offer work opportunities in the same offices in which work-study students are employed.

Work study is awarded by semester. To earn work-study wages during a semester, a student must have been awarded the funds for that period and be working in a work-study position. The days within a semester in which a student can earn work-study wages will be published on the Texas A&M University-San Antonio Financial Aid website.