



# HOW TO FIND A WORK STUDY JOB USING HANDSHAKE

**Step 1:** Create a Handshake account

**Step 2:** Filter jobs that are tagged as Work-Study. To do this you will select Jobs → Filters → On-campus and check the Work Study Box.

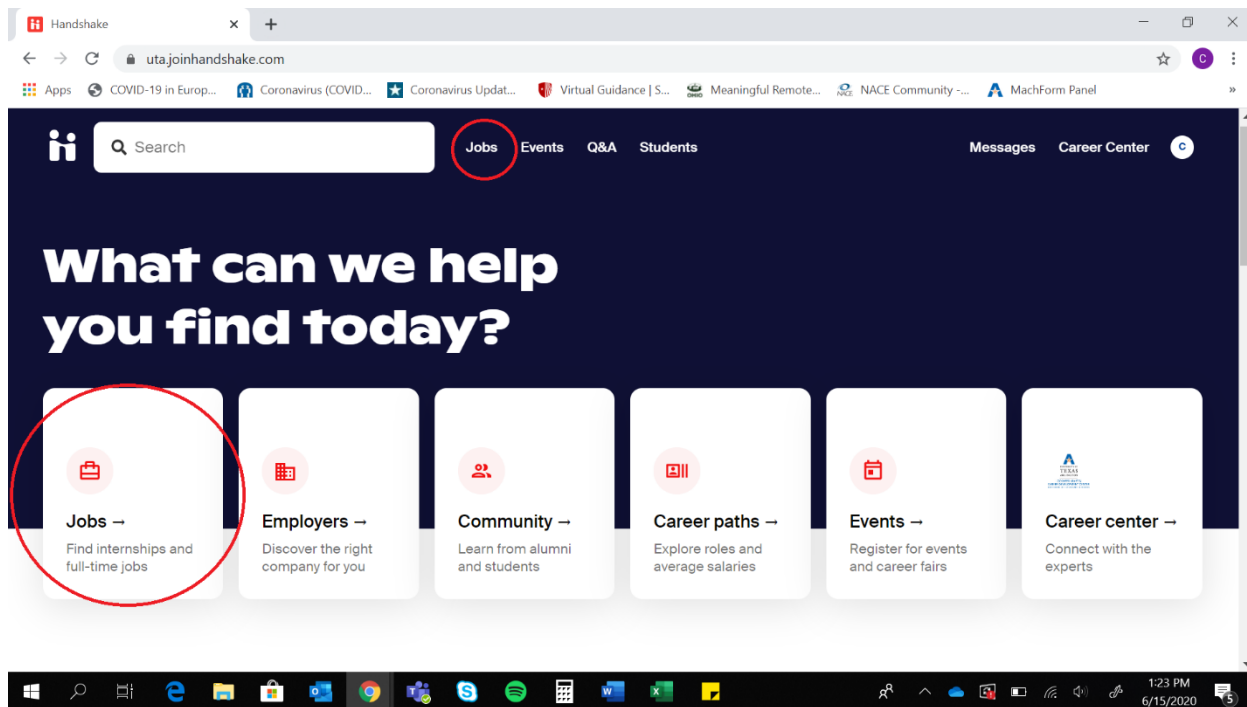
**Step 2a:** Alternatively, you can also use the search bar to search by job names such as: "UTA Work-Study Student Assistant" or "UTA Work-Study Student Associate".

\*Note: you will only be able to view Work-Study jobs if you have been awarded and accepted your work-study award – this can be done through your MyMav Account\*

\*Note: There can also be off-campus Work Study job positions as well.

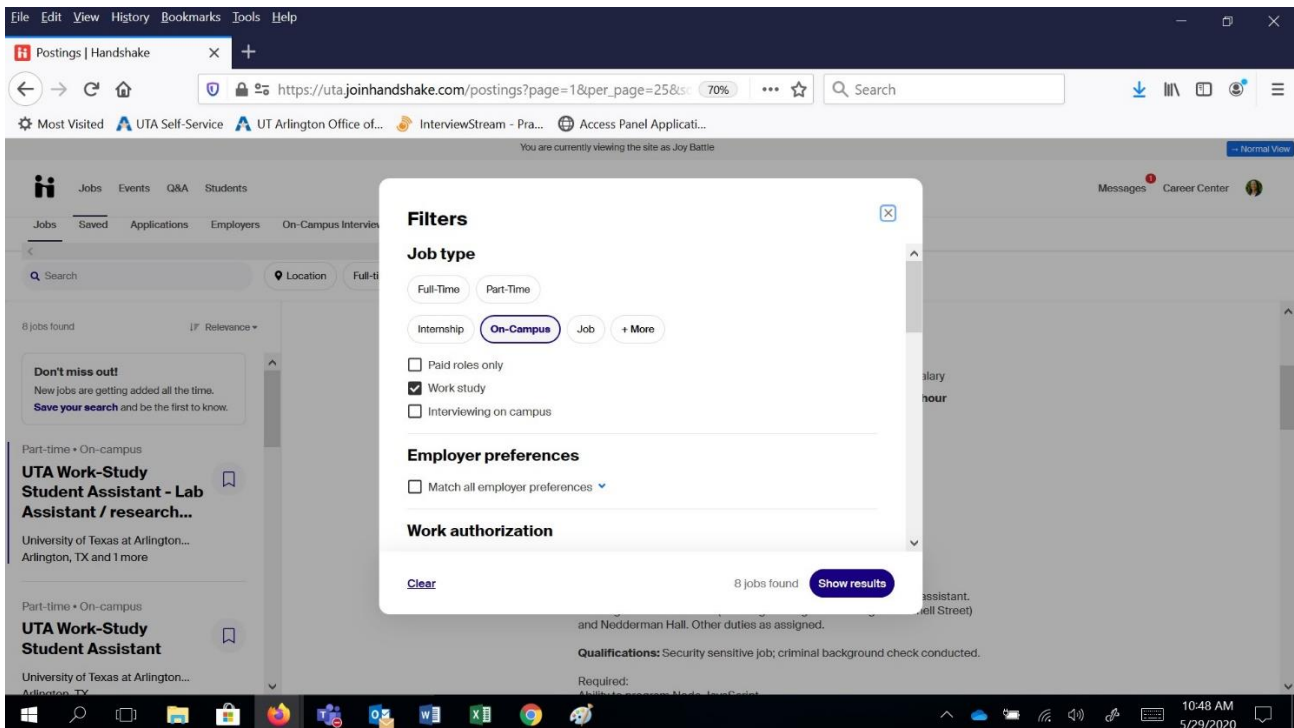
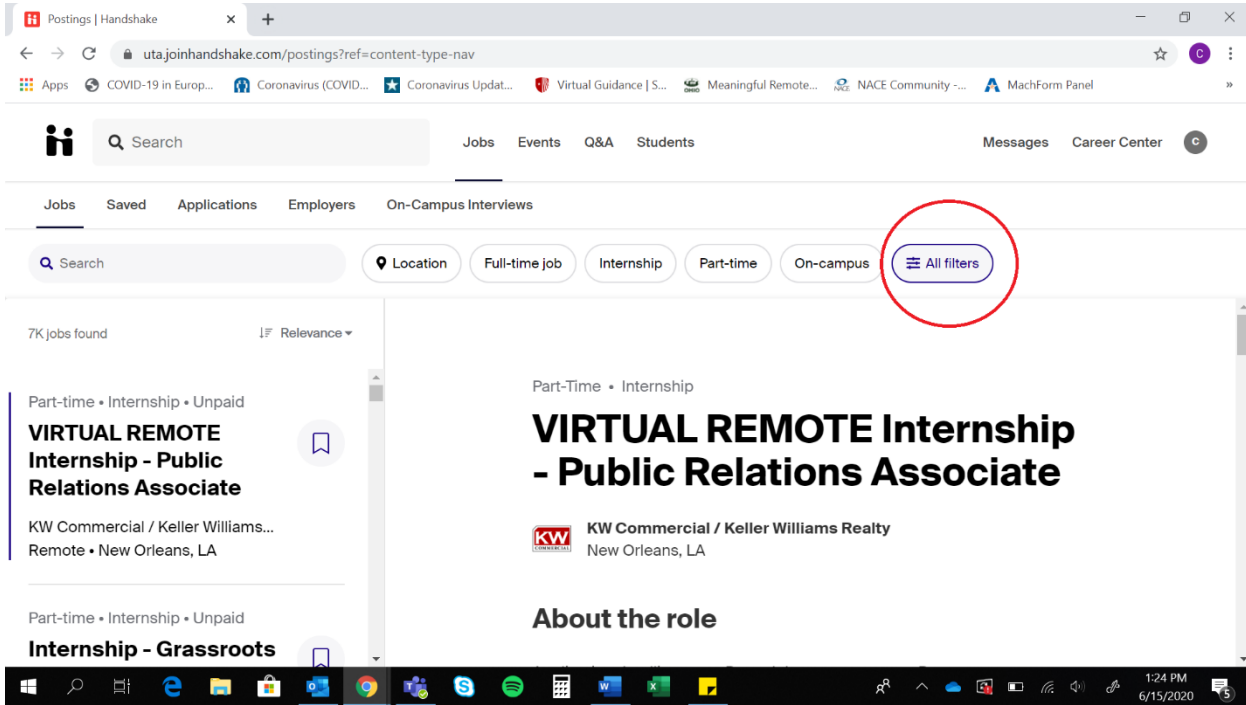
Below you will find a series of screenshots demonstrating what the filtering process looks like. You will select on-campus jobs and check the box for Work study. This will then show you your results and you can begin applying.

**Step 3:** Once you are hired for a FWS position, your employer will need your "Work-Study Eligibility Form." The form becomes available on your MyMav account 10 days prior to the start of the term.





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The screenshot shows a web browser window with the URL `uta.joinhandshake.com/postings?ref=content-type-nav`. The search bar contains the text "UTA Work-Study Student Associate" and is circled in red. Below the search bar, a dropdown menu shows "UTA Work-Study Student Associate in Jobs" and "No other results found." The main content area displays "7K Jobs found" and a list of job results. The first result is highlighted: "VIRTUAL REMOTE Internship - Public Relations Associate" by "KW Commercial / Keller Williams Realty" in "New Orleans, LA". The job details for this position are shown on the right, including the title "VIRTUAL REMOTE Internship - Public Relations Associate", the company logo "KW Commercial / Keller Williams Realty", and the location "New Orleans, LA". The "About the role" section is also visible. The Windows taskbar at the bottom shows the time as 1:25 PM on 6/15/2020.