

# Financial Aid: Apply for Student Employment (Work-Study)

## PURPOSE:

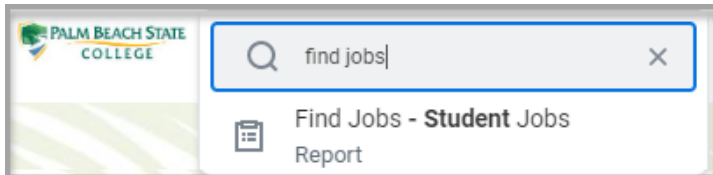
Before applying to a Student Employment, Financial Aid funded Work-Study position at the college, you must first have the following items satisfied:

- have a completed [FAFSA](#) application on file with PBSC
- be enrolled in a minimum of 6 credit hours at PBSC
- be meeting the [Standards of Academic Progress](#) (SAP)

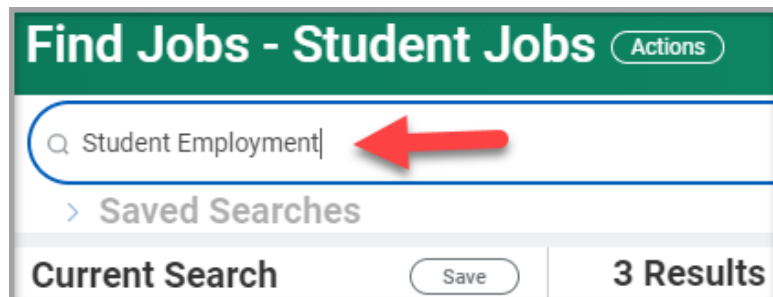
For additional information about these pre-requisites and the Federal Work-Study Program in general, please visit our [Federal Work-Study Program](#) webpage.

## Apply for Student Employment (Work-Study)

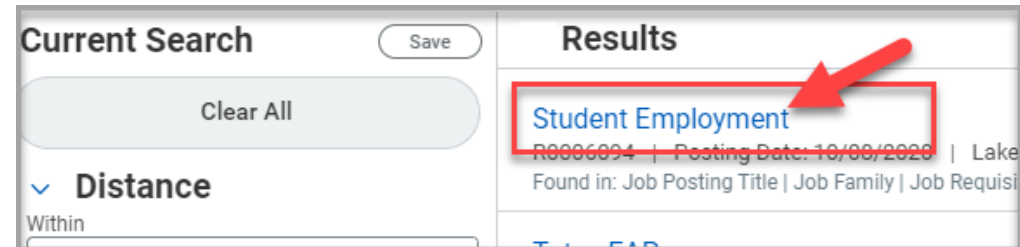
1. Log into Workday. In the Workday global search bar at the top of your homepage, type *find jobs*, and click on **Find Jobs – Student Jobs Report** when it appears.



2. In the search bar within this report, type *student employment*, and press enter.



3. Click on the returned result entitled **Student Employment** in blue text.



4. Read the posted information and click the **Apply** button.



5. Complete all fields on each page and upload documents as needed. When indicating a phone number and email address on your application, be sure that these are accurate as these will be the methods in which you are contacted by the department for an interview and by HR if selected for hire.

Click **Next** at the bottom of each page to progress.



6. Once all pages are successfully completed click **Submit**.



7. What's Next? Your application is placed in an applicant pool. If a department at the college has an opening, they will review the active applications in the pool and will contact you at the email address or phone number you indicated on your application for an interview. If selected to be hired for the position, HR will maintain contact with you via the email address you indicated on your application.