



Student Employment

Office of Financial Aid

Student Employment & Federal Work-Study

Federal Work-Study (FWS) is a federal program providing students with the opportunity to earn money through part-time employment during the academic year. Unlike other forms of financial aid, FWS funds are not applied directly to your tuition bill. Instead, students are paid bi-weekly for hours worked, allowing for the direct management of earnings to cover personal expenses and educational costs.

Finding and Securing a Position

Eligibility for FWS is determined by the FAFSA and will be listed on your official financial aid award letter. Students not eligible for FWS may still seek on-campus employment through the Regular Student Payroll. While both groups use the same database, priority is given to FWS-eligible students during the initial hiring phases that starts in August.

Being awarded FWS does not guarantee a job. Students are responsible for securing their own positions via FriarHub. We highly recommend applying to at least 10 positions to maximize your chances of being hired. All on-campus positions pay at least the Rhode Island state minimum wage of \$16 per hour.

Employment Policies & Success Tips

- **One-Job Limit:** To ensure opportunities for all, students are typically limited to one on-campus position.
- **Academic Priority:** Your education comes first. Federal law prohibits working during scheduled class times. We recommend a "sweet spot" of 8–12 hours per week to balance work and study effectively.
- **Professional Growth:** Campus jobs are more than a paycheck! They provide essential resume-building skills in communication, technology, and time management.

Required onboarding Documents

Please bring your original documents when you come to campus. Photocopies or digital images are not accepted when completing your I-9.

- Employment Certification Form
- Federal and Rhode Island W-4 Forms
- I-9 Form (e.g., a U.S. Passport or Birth Certificate)
- Online Employment Application