Welcome to the Career Development Center. This flyer is designed to assist you in applying for Student Assistant and Federal Work-Study positions. Many of the most frequently asked questions are answered in this handout. If you have any additional questions, please ask a Career Center staff member who will be happy to help you.

WHAT IS A STUDENT ASSISTANT?

A Student Assistant is employed by the University to assist faculty/staff by working on a part-time basis. Student Assistants can work up to 20 hours per week while classes are in session. To qualify as a Student Assistant, you must be a currently enrolled (at least half-time) Cal State L.A. student. If you are an international student you must be enrolled full time. All student assistants must maintain a minimum GPA of 2.0 per term.

WHAT IS FEDERAL WORK-STUDY (FWS)?

The Federal Work-Study (FWS) Program is a federally funded program administered by the Center for Student Financial Aid that provides employment opportunities to students to earn money for college related expenses in approved on or off campus jobs. Students must be enrolled at least half-time and maintain a 2.0 overall GPA in order to use their Work Study award. Students may not work more than 20 hours per week while classes are in session.

WHERE DO I START?

Job openings are posted online on Golden Eagle CareerLink, which can be accessed via our website, www.calstatela.edu/careercenter. They are also posted physically (bulletin board and binders) in the Career Center lobby. Online positions are posted continuously, and physical postings are updated every Friday. The physical postings are categorized as follows:

- Blue: Student Assistant positions
- Green: Federal Work-Study positions
- Salmon (orange): Off-campus Federal Work-Study positions
- White: Internship positions (Binder)
HOW DO I APPLY FOR A STUDENT ASSISTANT POSITION?

To apply for a Student Assistant position, fill out a Student Employment Application, and submit it to the Student Employment Office or front desk of the Career Center. Applications can be found online at www.calstatela.edu/careercenter, and in the Career Center lobby.

HOW DO I APPLY FOR A FEDERAL WORK-STUDY (FWS) POSITION?

To apply for a Federal Work-Study (FWS) position, fill out a Student Employment Application, and attach a copy of your financial aid award letter. The award letter must indicate that you have been awarded work-study. Submit the documents to the Student Employment Office or front desk of the Career Center. Applications can be found online at www.calstatela.edu/careercenter, and in the Career Center lobby.

WHAT HAPPENS NEXT?

After submission, applications are screened for completeness, and then submitted to the hiring departments. It generally takes about a few weeks for hiring departments to review applications and select the students to be interviewed. If selected, the hiring department will contact you to schedule an interview. Please note: If you do not hear from the department after a few weeks, contact the department directly to check on the status of your application. Please remember to write down the job title, job ID and department name for the position for which you are applying, so that you can contact the employer directly.

GOOD LUCK !!!

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