



**Student Employment Office
Career Development Center
California State University Los Angeles**

Welcome to the Career Development Center. These directions are designed to assist you in applying for Student Assistant/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, and must maintain a minimum GPA of 2.0 per quarter.

WHAT IS FEDERAL WORK-STUDY (FWS)?

Federal Work-Study positions are part-time jobs for students who receive financial aid and have been awarded work-study as part of their aid packages. In order to apply for FWS positions, you must bring your Financial Aid Award Letter to the Career Center, and your award letter must indicate that you have been awarded Federal Work-Study. You must attach a copy of your award letter to the employment application. FWS applications *cannot* be processed without your award letter.

WHERE DO I START?

Job openings are listed on the job boards in the Career Center and are also on Eagle iJobs. There are a variety of jobs listed. To help you more quickly, find your area of interest. The information has been organized by categories and is color-coded as follows:

- Blue: Student Assistant positions
- Green: Federal Work-Study positions
- Salmon (orange): Off-campus Federal Work-Study positions
- White: Internship positions

HOW DO I APPLY FOR A STUDENT ASSISTANT POSITION?

To apply for a Student Assistant position, you must fill out a Student Employment Application and submit it to the Student Employment Office. Applications can be found online at www.calstatela.edu/univ/cdc/stuappli.pdf. Applications will be screened for completeness and then forwarded to the appropriate department for review. Student Assistant positions (blue sheets) are posted every Monday and Wednesday, and all positions are open until filled.

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

To apply for a Federal Work-Study position, you must complete a Student Employment Application and attach a copy of your award letter to it. The award letter *must indicate* that you have been awarded work-study. Submit these documents to the Student Employment Office or the front desk of the Career Development Center. Application materials will be screened for completeness and will then be forwarded to the appropriate department for review. Federal Work-Study positions (green sheets) are posted every Monday and Wednesday, and all positions are open until filled.

WHAT HAPPENS NEXT?

Your application will be submitted to the hiring department. It generally takes about a week for departments to review applications and select the students to be interviewed. If selected, the hiring department will contact you to schedule an interview. If you are not selected, the department will return your application to the Career Center, and the Career Center will send you an email indicating that you were not selected for the position. **Please note:** If you do not hear from the department or receive an email from the Career Center within two weeks of your application, contact the department directly to check on the status of your application. Please remember to write down the job title 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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