

Work Study Program

What is Work Study?

Work Study is a type of financial aid for low and middle-income students. Qualifying students can apply for an approved job on- or off-campus to support their education expenses. **Wages are paid directly to the student.** Income received through work study will be considered need-based.

Eligibility Requirements:

- Students must have financial need (per their FAFSA information) and be awarded Work Study in their financial aid offer.
- Students may only work an average of 19 hours per week during the academic year. However, a student is eligible to work up to 40 hours per week during official breaks.
- For State Work Study, students must be Washington State residents.

If you are unsure of your eligibility, please contact the Student Financial Services Office at studentfinancialservices@northwestu.edu.

What is the Process of Applying/Interviewing?

1. Find out what Work Study positions are currently available:
 - a. Off-campus jobs: eagle.northwestu.edu/jobsearch
 - b. On-campus jobs: www.northwestu.edu/jobs/student
2. Apply for the job according to the employer's requirements.
3. If an interview is offered, students should contact their Student Financial Services Counselor. A **Referral Form** will be provided to take to the interview. The Referral Form confirms a student's Work Study eligibility as well as their employment period.
4. After the interview, the employer will let the student know if they have been hired for the position or not, as well as any job-related requirements going forward.
5. Things to Remember:
 - Students are not guaranteed a Work Study job just by interviewing.
 - Students should be upfront about their work availability to the employer during an interview.
 - If you get an off-campus work study job, please contact our office for more information on the timesheet process:

Student Financial Services
studentfinancialservices@northwestu.edu
(425) 889-5210

General On-Campus Employment

Regardless of whether you're work study eligible or not, there are lots of awesome job opportunities on campus!

All open positions can be found at:
www.northwestu.edu/jobs/student

OR

Scan the QR code below:



How to Apply

1. Download and complete an NU Application for Employment (see link above). Your application packet must include:
 - Completed Application for Employment
 - Cover Letter
 - Resume
 - Class Schedule (it's helpful to the hiring supervisors to know your availability)
2. Return completed application packet to Human Resources:
 - Email hr@northwestu.edu OR
 - Drop off in person at the Human Resources office in Barton 216

Interested in more than one job?

You may use the same application packet for multiple positions. List all positions you wish to apply for on the application and provide a cover letter for each position.

For more information about on-campus employment, contact:
Rose Bryson
rose.bryson@northwestu.edu
(425) 889-5598