

## Finding a Work Study Job

### Question:

I have now accepted my work study award through the Office of Financial Aid, how do I now find a work study job?

### Answer:

Congratulations! Your student employment journey here at Appalachian State University is just beginning.

Finding a work study job is student driven process and we do not assign our students to any position. In order to find a work study position, please check out our website in order to access [Career Gear](#). Once logged into Career Gear, select the “Jobs/Internships/Interview” tab on the left side of the screen. Then select, “Career Job Search”. Use the Advanced Search module to select Work Study jobs only. From there, you can scroll through your options and start applying! Additionally, you can use the Saved Searches tool in order to get email notifications when new jobs are posted!

Further questions can be addressed in the Office of Student Employment located in room 389 in the John E. Thomas (JET) Building.

*Note on the “Data Sheet for Federal Work Study”: If you are wondering about this form, this is a document that we **previously** have used with our work study students to help them be placed in a position on campus. However, we are no longer are using that system in that all student employment positions are found directly by the student using our CareerGear website or by contacting a department directly. So, no need to fill out the data sheet.*

The screenshot displays the Career Gear job search interface. On the left is a navigation menu with options like Home, Jobs/Internships/Interview, Career Gear Job Search, Recommended Jobs, My Job Applications, Extended Job Search, Profile, Documents, Events, My Interviews, Employers, Surveys, Resources, Appointments, and My Account. The main area features a search bar with the text "Find jobs by job title, company, location and more" and a "SEARCH" button. Below the search bar, there are filters for "Show Me: All Jobs & Interviews" and "Clear all". A list of job results is shown, including "Retail Management Trainee", "Sales Management Professional", "New Graduate Trainee", "Carrier Capacity Manager", "Strategic Account Manager", and "Summer '18 Internship". A blue circle highlights the "Temporary Student Employment On Campus Federal Work Study Grant (2017-18)" job listing. On the right side, there are advanced search filters for "Exclude Jobs I've Applied For", "Job Function", and "Exclude Nationwide Jobs". A calendar on the far right shows dates from Nov 1 to Aug 21.