



## **How Do I Choose a Job Using JWU's Online FWS Job Selection Site?**

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## Charlotte Campus



[Student Employment Home](#) [FWS Jobs Home](#) [Student Login](#)



Have you been awarded Federal Work-Study for the 2018-2019 academic year?  
If yes, please [register](#) or [login](#) to select your work-study job.

Click link to register for a user account or  
log into your existing [FWS Jobs](#) account.



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#### New Users

To select your federal work-study job, please click the link below to create an account in the FWS Job Selection Site.

[New User Registration](#)

Click **"New User Registration"** link if this is the first time you have visited the FWS Jobs site for the current job selection period and need to create a user

#### Existing Users

Please sign in below with your JWU email and account password.

**JWU Email Address:**

If you have previously created a user account for this job selection period, **enter your JWU email address** (e.g., username@wildcats.jwu.edu) and the **password** you created for your FWS Jobs user account.

**Password:**

Then click **"Continue"**.

[Continue](#)



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Home > Student Login > **New User Registration**

Please complete the form below so that we may confirm your eligibility to choose a work-study job. This process is immediate.  
Required fields are indicated by (\*)

First Name:  \*

Last Name:  \*

JWU Email:  \*

**NOTE:** You must provide your JWU email address (example: username@wildcats.jwu.edu)

Create Password:  \*

Confirm Password:  \*

As a new user, you will need to create a user account by **completing all fields as indicated by an asterisk (\*)**. You must use your JWU email to create your FWS Jobs user account.

**Save**

← After completing all required fields, click "Save".



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## Congratulations! Your Work-Study Award Has Been Confirmed.

Click on the job categories below to explore available work-study jobs.

[Library](#)

[Admissions](#)

[Accounting](#)

[Culinary](#)

[SASFS](#)

[Operations](#)

[Athletics](#)

If you have been awarded work-study, you will see this **award confirmation message** after creating your user account.



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**Ineligible for Federal Work-Study**

Unfortunately, you are not eligible to choose a work-study job.

Thank you for your interest in the Federal Work-Study Program. Our records currently show that you do not have a federal work-study award. If you have any questions please contact Student Employment at 401-598-1849 or 980-598-1025.

If you have **not** been awarded work-study, you will see this **ineligibility message** after attempting to create a user account. If you feel this is an error or have questions, you may contact Student Employment for more information.



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## Congratulations! Your Work-Study Award Has Been Confirmed.

Click on the job categories below to explore available work-study jobs.

[Library](#) ←

To explore available jobs, click on any of the **job categories** listed.

[Library Assistant](#) ←  
Positions Remaining: 2

Clicking a job category will create a dropdown menu of jobs available within that category. Click on the **job title** (e.g., "Library Assistant") to view the job details and job description.

[Admissions](#)

[Accounting](#)

[Culinary](#)

Beneath each job title is the **number of available positions** for that job. The number of positions available will continue to decrease as students select their jobs during the FWS job selection period.



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After clicking the job title of the job you are interested in, you will be brought to **job details** page for that job.

Home > Library > Library Assistant

**Job Details**

**Hours Available:** Mon-Fri 8am-9pm

**Dress Code:** Business Casual

**Job Description:** Assists with all library operations. Provides excellent customer service to library patrons. Assists with re-shelving books, item processing, display creation and set up. Performs other duties as assigned.

**Supervisor Contact Information**

Sue Pervisor 598-1010

**Select a Job**

Library Assistant [Select Job](#)

Review the **job details** and **job description** carefully to determine if you are able to meet all the **requirements** (e.g., availability to work during hours listed, dress code, relevance to your major, etc.) of the job.

To choose the job, click "**Select Job**".





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**Pending Job Selection**

← Once you click "Select Job", your job selection is at a **"pending"** status.

**⚠ IMPORTANT:** Your job selection is not complete. You must click the "Confirm Job Selection" button below to continue to the next screen to finalize your job selection. If you would like to select a different job, click the "Remove Job" link and return to FWS Jobs Home to select another job.

Job Category	Title	
Library	Library Assistant	 <a href="#">Remove Job</a>

**Confirm Job Selection >>**

If you are unsure about your selection and would like to review and/or select a different job, click **"Remove Job"**.

If you are certain this is the job you would like to choose, confirm your job choice by clicking **"Confirm Job Selection"**.



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**Job Selection Confirmation**

**Student Information:**

Stew Dent  
stew.dent@wildcats.jwu.edu

**⚠ NOTE: Your job selection is not yet complete! You must click "Finalize Job Selection" to complete the job selection process. Once you finalize your job selection, you cannot undo your selection.**

Department	Title
Library	Library Assistant

[Finalize Job Selection >>](#)

Finalize your job selection by clicking "**Finalize Job Selection**". You will not be able to make any changes after finalizing your selection.



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## Job Selection Confirmed

**Congratulations! You have selected a federal work-study job!**

Your job selection has been confirmed. Your confirmation code is **KGIHDK**. You will receive an email confirmation in your JWU email account shortly.

### Student Information:

Stew Dent  
stew.dent@wildcats.jwu.edu

Job Category	Title
Library	Library Assistant

You have successfully selected your job!  
**If you need to complete paperwork, you will see this message after you have completed the job selection process.**

**IMPORTANT: You have chosen a job (Library Assistant) but must complete paperwork before you are able to begin work!**

To be authorized to work in the Federal Work-Study Program, you must first complete employee paperwork which requires you to show original unexpired identification documents. The list of acceptable documents is available [here](#).

Please refer to the job confirmation email for specific dates and times. If you have any questions, please contact Student Employment at 401-598-1849 or 980-598-1025.

Click link to view a list of acceptable identification documents. You will need to have your **original** documents (no photocopies, please!) with you at the time you complete your paperwork. **You cannot begin working until you have completed all the necessary employee paperwork.**



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## Job Selection Complete

**Congratulations! You have selected a federal work-study job!**

Your job selection has been confirmed. Your confirmation code is **KGIHDK**. You will receive an email confirmation in your JWU email account shortly.

### Student Information:

Stew Dent  
stew.dent@wildcats.jwu.edu

Department	Title
Library	Library Assistant

You have successfully selected your job! **If you have previously completed your employee paperwork**, you will see this message after you have completed the job selection process.

You may contact the supervisor noted in your job confirmation email upon your return to campus in September to set up an agreed upon work schedule. If you have any questions, please contact Student Employment at 401-598-1849 or 980-598-1025.

Check your **JWU email account** for your supervisor contact information. **When you return to campus in September**, contact him/her to set your schedule and begin working!