

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

Table of Contents

How do I begin the work-study job selection process?

- [Federal Work-Study \(FWS\) Jobs Home](#)

How do I create a user account for the FWS Jobs website?

- [Student Login](#)
- [New User Registration](#)

How do I log into the FWS Jobs website?

- [Student Login](#)

How do I know if I have a work-study award?

- [Work-Study Award Confirmation \(FWS Award Confirmed\)](#)
- [Ineligibility Message \(No FWS Award\)](#)

How do I select a job?

- [Selecting Your Job](#)
- [Reviewing Details of Your Selected Job](#)
- [Confirming Your Job Selection \(Job Selection Pending\)](#)
- [Finalizing Your Job Selection](#)

How do I review and/or choose a different job if I'm unsure about my selection?

- [Confirming Your Job Selection \(Job Selection Pending\)](#)

How do I know what my next steps are after I have finished selecting my job?

- [FWS Job Selection Process Complete \(Paperwork Completion Required\)](#)
- [FWS Job Selection Process Complete \(Paperwork Complete\)](#)



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[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.



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

[Home](#) > [Student Login](#)

New Users

To select your federal work-study job, please click the link below to create an account.

[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:

[Continue](#)

Then click "**Continue**".



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

[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.

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



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



Congratulations! Your Work-Study Award Has Been Confirmed.

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

[Academic Computing Services](#)

[Athletics](#)

[Harborside Admissions](#)

[Information Technology](#)

[Off-Campus Community Service](#)

[Residential Life - Down City](#)

[University Dining Services](#)

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

You may then begin exploring available jobs by clicking on any of the **job categories** listed on the page.



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

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 401-598-2868.

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



Congratulations! Your Work-Study Award Has Been Confirmed.

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

[Academic Computing Services](#)

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

› [Xavier Computer Lab](#)
Positions Remaining: 10

› [Academic Computer Lab](#)
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., "Academic Computer Lab") to view the job details and job description.

[Harborside Admissions](#)

[Information Technology](#)

[Off-Campus Community Service](#)

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.



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

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

[Home](#) > [Academic Computing Services](#) > [Academic Computer Lab](#)

Job Details

Hours Available: Mon-Fri 6:45am -5pm

Dress Code: Khaki pants. Shirts will be provided.

Requirements: IT majors preferred

Job Description: Assists in troubleshooting technical issues in classrooms and conference rooms, maintains cleanliness of labs, keeps printers stocked and operational throughout the day, assists academic coordinator and staff with projects, performs other duties as assigned.

Supervisor Contact Information

Sue Pervisor 598-1010

Select a Job

Academic Computer Lab

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**".




[Pending Job Selection](#) [Student Employment Home](#) [FWS Jobs Home](#) [Logout](#)

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 on and finalize your selection. If you would like to select a different job, click the "Remove Job" link and return to FWS Jobs Home to choose another job.

Job Category	Title
Academic Computer Lab	Academic Computer Lab  Remove Job

[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".



[Pending Job Selection](#) [Student Employment Home](#) [FWS Jobs Home](#) [Logout](#)

Job Selection Confirmation

Student Information:

Stew Dent
stew.dent@wildcats.jwu.edu

⚠ Please note: Your job selection is not yet complete! You must click "Confirm Job Selection" to complete the job selection process. Once you confirm your job selection, you cannot undo your selection.

Department	Title
Academic Computing Services	Academic Computer Lab

Confirm Job Selection >>

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



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

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

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.

Job Category	Title
Academic Computing Services	Academic Computer Lab

IMPORTANT: You have chosen a job (Academic Computer Lab) 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](#).

See your JWU email for specific dates and times for completing your employee paperwork. If you have any questions, please contact Student Employment at 401-598-1849.

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.



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

Job Selection Confirmed

Congratulations! You have selected a federal work-study job! 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
Academic Computing Services	Academic Computer Lab

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 to set up an agreed upon work schedule. If you have any questions, please contact Student Employment at 401-598-1849.

Check your **JWU email account** for your supervisor contact information. Contact him/her to set your schedule and begin working!