

## Off-Campus Federal Work Study Overview

### The Basics:

- **Must be eligible for Federal Work Study as part of your financial aid package**
- Earn Work Study Award while serving with a local non-profit
- Student must secure a position on their own, but our office works with you to find a good fit

### Securing a Position:

- Meet with C3 staff to discuss your interests, skills, schedule, and availability. We'll recommend a few sites that may be a good fit and provide you with contact information if necessary.
- **It is up to you to secure your position!** Most organizations have online applications and an interview process.
- We cannot guarantee you will get a position, but it is likely if you put in the time and effort

### Other Information:

- Work study is only available during the academic year. Once finals end, so does work study.
- OCFWS employers are labeled in Handshake. You can view these by clicking on Jobs, then Employers. Use the filters on the left side of the screen and scroll down until you see "Labels". Start typing "ocfws site" to bring up possible sites.
- We do have the ability to add new sites. Have something specific in mind but don't see it listed? Just let C3 know and we'll reach out!

### Things to Consider:

- Location - many are close to campus, but make sure to know what is realistically walkable or drivable for you, and the time that it may take to travel to/from
- You represent Coe as you are serving off campus but also the agency. Please act professionally in all situations. If you have any issues, please contact C3.

### What's in it for you?

- **Knowledge/Skills/Experience**
  - Time management, communication, technical skills
  - Increased self-confidence, initiative
  - Improved ability to work in a team-setting
  - Better understanding of professionalism
- **Connections** - students have reported enjoying meeting new people off campus, and being a part of another team/"family". This also grows your professional network and may help with post-graduate employment.

### Interested?

- Please schedule an appointment through Handshake for OCFWS/CCA with either Joe Demarest or Karina Guerrero to discuss your interests and next steps.