

# WORK-STUDY

## & OTHER STUDENT EMPLOYMENT

### WHAT IS WORK-STUDY?

Work-study is a form of financial aid that provides part-time employment opportunities for students with demonstrated financial need (as determined by the [FAFSA](#)). Federal and state work-study funding supports a majority portion of students' wages earned in work-study jobs. This allows (and encourages) hiring departments on- and off-campus to employ eligible students while saving costs.

### ELIGIBILITY

Work-study funding is awarded with other financial aid; any student with a valid FAFSA is eligible to apply for a work-study position. Students without work-study in their financial aid packages can inquire about eligibility by submitting an inquiry via [askSFS](#).

### FINDING A JOB (ELIGIBLE & NON-ELIGIBLE STUDENTS)

Students can seek both work-study and non-work-study on-campus jobs using [Handshake](#), UD's one-stop jobs resource. For off-campus and non-work-study jobs, options abound along Main Street and other locations in and around Newark.

## TIMELINE

### JULY

#### AWARDING

Work-study awards are confirmed. Students may request eligibility reviews throughout the academic year.

### AUGUST

#### JOB SEARCH

Departments begin posting jobs and reviewing applicants. Students who have activated their Handshake accounts can begin searching and applying. (Jobs are posted throughout the academic year.)

### AUGUST-ACADEMIC YEAR

#### HIRING

Departments make hiring decisions and onboard new employees. Employment at UD requires valid I-9, enrollment in direct deposit, and clear criminal background check.

### THROUGHOUT TERM / YEAR

#### WORK & PAY

Students work with supervisors to set schedules that prioritize academics. Students may not work more than 8 hours a day and are recommended to not exceed 20 hours per week. Students earn at least minimum wage (\$9.25/hour) and bi-weekly paychecks are issued via direct deposit, in accordance with UD's Payroll policies.