

STUDENT EMPLOYMENT



Empowering Students
Enriching Communities
Building Relationships

UF
UNIVERSITY of
FLORIDA



WELCOME

Whether you are experiencing working with the University of Florida for the first time or you are a returning student, we are thrilled to welcome you to our university community.

UF

WHAT JOB PROGRAMS ARE AVAILABLE?

The Student Employment Office assists students with work issues on campus and coordinates several work programs: Federal Work-Study (FWS), the state-funded Other Personnel Services (OPS) program, and off-campus jobs.

Federal Work-Study (FWS)

FWS is a federally funded, need-based student work program (including Federal Community Service) awarded by Student Financial Aid and Scholarships.

Other Personnel Services (OPS)

OPS employment, an institutionally/state-funded program, is not based on need. Applications are open year-round.



WHAT DO I DO AFTER I AM HIRED?

- Your employer will have you complete the paperwork to be added to payroll.
- As a student FWS or OPS employee, you will be paid at least minimum wage. Your salary will range upward according to your skill and experience and the hiring department's budget. FWS and OPS employees are paid bi-weekly.



HOW WILL MY WORK HOURS BE SCHEDULED?

- Employment should not interfere with your educational goals.
- Most students work 10-20 hours weekly.
- You and your employer should cooperate on the hours you work: most jobs allow you to arrange your schedule around your classes.
- Students are not permitted to work during scheduled classes or exams.

CAN I WORK MORE THAN 20 HOURS A WEEK?

- If you need to work more than 20 hours per week, you must complete an Hours Extension Petition. You can complete this online at <https://www.sfa.ufl.edu/forms>.



HOW TO FIND AND APPLY FOR A JOB

● Check for Jobs

FWS and OPS positions may be found through <https://jobs.ufl.edu>.

Off-Campus Jobs (non-UF employment) you can find through <https://career.ufl.edu/services-resources/gator-careerlink> to create a Gator CareerLink account.

At Specific Departments. Check for open positions in your department or other areas that interest you. <https://jobs.ufl.edu>.

● Proof of FWS Eligibility

Students seeking FWS jobs should print a copy of their Financial Aid Award Page, which contains the Federal Work Study award, and take this with them to job interviews as proof of FWS eligibility.

Students already employed at UF should present a copy of their Financial Aid Award Page to their current employer. This is in place of a Work Permit. To print your Financial Aid Award Page, go to <https://one.uf.edu/financialaid/aidyear>.

Note: OPS students are not required to obtain proof of eligibility.

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