

Frequently Asked Questions about Campus Employment

Q. Where are the on-campus jobs posted?

A. FGCU Career Development Services provides the use of a job listing website called College Central Network. This system allows student to access postings 24/7 from any computer. Jobs are not kept in a binder in the Career Center.

Q. How do students apply for on-campus jobs?

A. To access the site, go to www.collegecentral.com/fgcu and select "Students." Under the "General Announcements" heading, select "Process for Applying to On Campus Jobs." All jobs posted in College Central Network will specify the application instructions. FGCU Career Services or Financial Aid does not "place" students into campus jobs. It is the responsibility of the student to identify the position he/she is interested in and apply directly to that department.

Some departments will ask students to drop off an application while other may require students to submit a resume. Students can print an on-campus job application form from the College Central site or pick one up in the Career Center (first floor, Howard Hall.) If a student needs to create a resume, a sample resume is also available from the "General Announcement" section of the College Central site.

Step-by-step instructions for the on-campus job application process is also available from the FGCU Career Services website at <http://studentservices.fgcu.edu/Careers/oncampus.asp>.

Q. What is "work study?"

A. Work study is sometimes part of the financial aid package offered to students who applied for, and were awarded, financial aid. When a student with work study is hired by an FGCU department, 75% of their hourly wages are paid by their work study award. Due to limited payroll budgets, some departments are only able to hire work study students. Therefore, students who do not have work study eligibility are typically not eligible for positions that are listed as "Work Study." Students that have work study eligibility can apply to all campus positions they are interested in.

Q. How does a student know if he/she has "work study" eligibility?

A. If the student submitted a Free Application for Federal Student Aid (FAFSA,) their financial aid package will be reflected in their Gulflines account. They should receive an e-mail notification once their financial aid has been awarded. If the information is not in their Gulflines account or if there are any questions, check with Financial Aid by calling 590-7920 or stop by their office on the first floor of McTarnaghan Hall. If a student did not submit a FAFSA, then they are not eligible for Work Study.

Q. Are students guaranteed a job on campus?

A. No. While the University does hire hundreds of students each year, at any given time there may be more students looking for jobs than there are openings. Even students offered work study on their financial aid award are not guaranteed a work study position. Student unable to find campus employment may want to also consider pursuing opportunities in the many businesses near the campus. Students can also enhance their marketability to prospective campus departments by having a well-written resume, effective interviewing skills, and professional-looking attire to wear to the interview.