

How to Apply for Federal Work Study (FWS) Jobs

Step 1: Complete the FWS Job Application

You will use this application to apply for any FWS positions you are interested in through Purple Briefcase

1. Go to the Financial Aid website, download and complete the Federal Work-Study Job Application
 - Go to www.students.sunyocc.edu
 - Click on “My Finances”
 - Click on “Financial Aid”
 - Scroll down to “The Different Types of Financial Aid”
 - Click on “Learn More About Grants”
 - Scroll down to “Federal Work-Study (FWS)”
 - Click to download the Federal Work Study Job Application
2. Complete the application
3. Save the application

Step 2: Search and apply for FWS positions in Purple Briefcase

1. Go to: purplebriefcase.com/sunyocc
2. Login to your existing account, or create a new student account
3. Search for Work Study jobs
 - Click on “my jobs” or the Jobs tile on the main student page
 - Choose “Work Study” from the “Job Type” drop down menu
4. Click into each tile to view the job posting
5. Click the “apply” button
6. Apply via the Purple Briefcase platform (*see screen shot below*)
 - Type a short introduction to the employer
 - Upload your saved application instead of a resume
 - Select “Don’t use a cover letter” option (default)
 - Click “Apply”

The screenshot displays the Purple Briefcase application interface. On the left is a navigation menu with 'my jobs' highlighted. The main content area shows the job title 'Community Care Hub - Onondaga Community College' and details: Position: Front Desk Support, Type: Work Study, Salary: 9.70, City(s): Syracuse, State(s): NY. Posting and expiration dates are also shown. Below the job details are five action buttons: Employer Profile, Company Link, Save This Job, Report As Your Job, and a large 'APPLY!' button. The 'APPLICATION' section is expanded, showing a text input field for a brief introduction (with a 300-character limit), radio buttons for 'Apply with saved resume' and 'Or, upload a new one', and another set of radio buttons for 'Apply with saved cover letter' and 'Or, upload a new one'. A 'Don't use a cover letter' option is selected. A red box highlights the 'APPLY!' button at the bottom right of the application form.