



# Applying for SKC Federal Work-Study Positions

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# GENERAL OVERVIEW



# Federal Work-Study Program

- The Federal Work Study (FWS) program is a form of financial aid awarded to students who demonstrate financial need and meet certain eligibility requirements.
- Federal Work-Study Program provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses.
- The program encourages community service work and work related to the student's course of study.
- Most work-study positions are located on campus.

# Eligibility

- Completed Free Application for Federal Student Aid (FAFSA)
- Completed SKC Financial Aid file
- Eligible to receive PELL
- Must have an unmet financial need
- Enrolled at SKC in full-time status (12+ credits)
- Make satisfactory academic progress (GPA >2.0)
- Citizen of the United States or a non-citizen authorized to work in the United States
- Any student that will be working with children will be required to have a background check completed before he/she can work at that site

# Financial need

The difference between the cost of attendance (COA) at a school and your Expected Family Contribution (EFC).

- While COA varies from school to school, your EFC does not change based on the school you attend.
- You can find the amount of your unmet financial need on the Financial Aid Need Analysis document provided by the Financial Aid Office.



# APPLICATION PROCESS

# Application materials

- Approved Federal Work-Study Application
- Completed Handshake student profile
- Resume
- Cover letter
- Current transcript
- Course schedule (for the current or upcoming quarter, as appropriate)
- Video interview via Big Interview

# STEP 1:

## Federal Work-Study application

You only need to submit ONE application for the entire academic year.

Please note that your Federal Work-Study Application must be approved before your job application(s) can be considered.

- Complete the Student Employment Application Request form at <https://forms.gle/L8FHHME2whCfdhyS9>
- OR
- Email Eva Oruste at [eva\\_oruste@skc.edu](mailto:eva_oruste@skc.edu) to request access to the application via DocuSign.



## Step 2:

# Activate your Handshake account

<https://skc.joinhandshake.com/>

Please follow the step-by-step instructions in the Getting Started with Handshake article to activate your Handshake account.

<https://support.joinhandshake.com/hc/en-us/articles/218693368-Getting-Started-with-Handshake>

# Step 3:

## Complete your Handshake profile

Please follow the step-by-step instructions in the Student Onboarding article to complete your Handshake profile.

<https://support.joinhandshake.com/hc/en-us/articles/360007528033-The-Student-On-boarding-Experience>

Please note that you can save time by using the "Build Profile from Resume" feature. This option will be available as soon as you upload your resume. However, you should review and add details to your profile later if you decide to use this feature.

# Step 4:

## Find on-campus jobs

- Click “Jobs” on the top navigation bar.
- Click “Employers” on the secondary navigation bar.
- Enter “Salish Kootenai College: Student Employment and Internships” in the search box.
- Click “Follow”.
- Go to the Jobs - Employer section. Salish Kootenai College: Student Employment and Internships will now show up on top of the page.
- Click on the link to see the list of all available SKC student jobs and internships.



## Step 5:

# Read the position description!

Please read the position description and application instructions carefully and thoroughly before submitting your application materials!

- Do you meet the eligibility requirements?
- Do you understand what the employer is looking for?
- Are you excited about this particular job?
- What value can you bring to the organization?
- How does this position help you build your professional resume?



## Step 6:

# Investigate and prepare

- Research the department or organization!
- Understand your overall role in the position.
- Highlight the most important skills, knowledge, and other qualifications listed in both the Major Tasks and Responsibilities and the Preferred Qualifications sections.
- Brainstorm how you can demonstrate that you have the skills, knowledge, and other qualifications that the employer is looking for.
  - Previous work experience
  - Coursework
  - Extracurricular activities or volunteer work

# Step 7:

## Draft or revise your resume

- Prepare your resume and save as a docx and pdf files.
- Use the following naming convention to title your resume: "Your last name\_Resume\_Date".
- Example: "Oruste\_Resume\_7\_2020"

Please refer to the SKC Resume Guide posted at the Career Services website at <https://career.skc.edu/>

for step-by-step instructions

or

attend one of the “Crafting Stellar Resumes” workshops.

# Step 8:

## Draft your cover letter

- Must be customized for each position!
- Use the standard business format
- Include
  - Your contact information
  - Date
  - Name and address of the supervisor
  - Salutation
  - Opening paragraph
  - Body
  - Closing paragraph
  - Signature
- Address the specific details outlined in the job description!
- Please refer to the SKC Cover Letter Guide posted at the Career Services website at <https://career.skc.edu/>

# Step 9:

## Proofread

Proofread, proofread, proofread!

- Are all relevant sections included?
- Is the information relevant to the position you are applying for, current, complete, clear, and correct?
- Do you use action verbs and numbers to highlight your skills and accomplishments?
- Check for
  - Grammatical errors
  - Past tense for past jobs, present tense for the current job
  - Capitalization
  - Consistent use of fonts, sizes, formatting, section headings

# Step 10: Get feedback

Send your resume and cover letter to  
Career Services for review and feedback  
before posting!!!!

You may also choose to send your resume and cover letter to other people for review and proofreading before forwarding to Career Services:

- Job Service
- Academic advisor or department Writing Coach
- TRIO mentor
- SKC Writing Center

# Step 11:

## Download your transcript

- Log in to JICS
- Navigate to Student Resources – Unofficial Transcript
- Use the Custom Transcript button at the bottom of the screen to create a PDF version of the document
- Download your transcript from JICS and save it as a PDF document. Do not save the web view of the document!
- Use the following naming convention to title your transcript: "Your last name\_Transcript\_Date".
- Example: "Oruste\_Transcript\_7\_2020"
- If you can not access your transcript on JICS for any reason, please obtain a copy (can be unofficial) from your advisor or Enrollment Services.
- **Transfer students:** If this is your first quarter at SKC, please submit your previous transcript(s).

# Step 12:

## Download your course schedule

- Log in to JICS
- Navigate to Student Resources – Student Schedule
- Download the schedule from JICS and save it as a PDF document. Do not save the web view of the document!
- Use the following naming convention to title your schedule: "Your last name\_CS\_Quarter\_Year".
- Example: "Oruste\_CS\_Fall\_2020"
- If you can not access your course schedule on JICS for any reason, please obtain a copy from your advisor or Enrollment Services.



## Step 13:

# Upload your documents

- Navigate to your documents folder on Handshake.
- Double check that the document are clearly titled using the naming conventions discussed earlier and include the date and/or year.
- Upload all your materials to the appropriate categories
- If you are confident in the quality of your resume, you may share it with the public, but you do not have to.
- **DO NOT** make your cover letter, transcript, and course schedule visible to the public!



## Step 14:

# Apply for a position

- Navigate back to the position you are interested in applying for
- Click the "Apply" button to the right of the position title.
- Upload your resume, cover letter, transcript, and course schedule into appropriate boxes. Please make sure you attach an up-to-date transcript and correct resume and cover letter!
- Click "Submit Application."

# Step 15:

## Submit your video interview

- If you already completed a video interview as part of the Project Success Internship Program application process and you are applying for the same or similar position in the same department, you do not have to submit the interview again. However, you must complete a new interview if you are applying for a different position.
- As the interview **answers must be tailored to the specific job you are applying for**, you must submit a new interview for each position. Access codes for three interviews are listed in the position description. Please contact Eva Oruste if you need access codes for additional interviews.



# Submit your video interview: Log in to BigInterview

Use your SKC student email to log in to Big Interview at

<https://skc.biginterview.com/>

Familiarize yourself with the platform.

# Submit your video interview: Prepare the answers

Draft and practice the answers to the following questions:

- Tell me about yourself.
  - (Tutorial: <https://skc.biginterview.com/members/essentials/50/51>)
- Why do you want to work for us?
  - (Tutorial: <https://skc.biginterview.com/members/essentials/50/52>)
- What are the top three strengths that you would bring to this role?
  - (Tutorial: <https://skc.biginterview.com/members/essentials/50/55>)
- What are your weaknesses?
  - (Tutorial: <https://skc.biginterview.com/members/essentials/50/56>)
- Where do you see yourself in five years?
  - (Tutorial: <https://skc.biginterview.com/members/essentials/50/58>)



# Submit your video interview: Find the WVS Interview assignment

- Go to the "Assignments" tab (in the top navigation bar).
- Enter the code d5f0b4 in the assignment code field for your first interview.
- If this is your second or third interview, enter c5fbf4 for your second interview and f6b71a for the third one.
- Click "Go".

# Submit your video interview: Record the answers

- Watch the video tutorial at <https://support.biginterview.com/en/article/completing-an-assignment-loxu9je/> before recording answers to your Work-Study Interview assignment!
- Record your responses by clicking “Start recording”.
- Click “Stop recording” when you are done. You’ll see a green checkmark next to the question if it has been successfully saved.
- Click “Re-record” if you aren’t satisfied with your response. This will overwrite your existing recording.
- Save your answer. It takes a few minutes for the video to process, so be patient.

# Submit your video interview: Share the assignment

- Once you have submitted the assignment, you can find it under the Assignments - Submitted tab.
- Share your final, complete interview with the position supervisor listed in the position announcement.
- See the Sharing from My Videos tutorial at <https://support.biginterview.com/en/article/sharing-from-my-videos-zebi7a/>

# Contact

Thank you for your time! Please do not hesitate to reach out if you have any questions or need assistance.

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