**Student Employment**
Student employment provides students an opportunity to earn money for their college expenses, gives inexperienced students a chance to learn the basics of the workplace, provides students an opportunity to work in a “field” that may be of interest and helps prepare students to enter the workforce. George Mason University (Mason) also benefits from the unique talents and experiences students bring to the campus. A job contributes more than just financial assistance for a student’s college education; it also offers the opportunity to gain valuable work experience and skills to assist with educational and career goals.

**Federal Work-Study (FWS)**
The FWS Program is considered need-based employment. You must have been awarded FWS in order to apply for these positions. In order to be awarded FWS you must meet these requirements:
- Filed a Free Application for Federal Student Aid (FAFSA) and be determined to have Financial Need.
- Be enrolled part-time (in at least 6 units per semester).
- Be a U.S. Citizen or eligible non-citizen.
- Be achieving Satisfactory Academic Progress (SAP).
- Not be in default on a student loan.
- Submit all documents required by the Office of Student Financial Aid.

NOTE: Unfortunately, Federal Work-Study earnings are not deductible from you George Mason University tuition bill.
Process for obtaining a job:
1. Search for available positions online: https://gmu-csm.symplicity.com/students/
   If you are logging in for the first time, you will need to create a login and password. There are directions to assist in creating an account on this website.
2. Apply for the position(s) by submitting an application at HireMason. The job opening you are interested in must be designated as a Federal Work-Study position.
3. If hired, you must complete the required Student Employment Verification Form and wait until the first day of the semester or after, to begin working.

Required Employment Paperwork:
All student employees need to complete the following forms:
1) Online Application on HireMason
2) Student Employment Verification Form
3) Additional HR hiring paperwork

Student Employment Verification Form:
The student and the Supervisor are required to complete and sign a Student Employment Verification Form. The Supervisor must be Mason staff member or direct supervisor for off-campus jobs. A Student Employment Verification Form is required each academic year, each summer, and for a new position.

Important
Completed forms must be submitted in-person to the Office of Student Financial Aid. Students are not eligible to begin working until all paperwork has been processed.
**Number of Hours per week:**
Students may work up to 15 hours per week during the academic year (depending on the student’s wage rate and FWS award amount) and students must **not** work more than 8 hours in one day. Students need to monitor the number of hours worked each term in order to not exceed the Federal Work-Study amount awarded. During winter, spring, and summer breaks, students are permitted to work additional hours up to 8 hours per day and/or 30 hours per week if funding is available.

**Wages**
Student wage rates will be determined by your employer.

**Student Eligibility**
Enrolled undergraduate and graduate students are eligible to work as student employees. If you have graduated, you are not considered a current student and therefore, are not eligible for student employment.

**Concurrent Employment**
Students may not hold more than one FWS job at Mason at a time.

**Contact**
Office of Student Financial Aid (OSFA)
4400 University Drive – MS 3B5
Fairfax, VA 22030
Phone: (703) 993-2353
Fax: (703) 993-5350
Website: www.financialaid.gmu.edu
The Student Employment Office is located on the bottom floor of the Student Union Building I.

**Office Hours**
Mondays through Fridays: 9:00 am – 5:00 pm
The Student Employment Office is closed for all University recognized holidays.