

AASU CareerWeb

Student Instructions

*NOTE: Before you complete an application for Federal College Work Study, you must ensure that a Free Application for Federal Student Aid (FAFSA) has been completed, have all other necessary documentation required and received by AASU's Office of Financial Aid. You **MUST** be enrolled in at least 3 hours and be in Good Academic and Financial Aid Standing each semester.*

FIRST TIME FEDERAL COLLEGE WORK STUDY PROGRAM APPLICANTS

If you are a first time Federal College Work Study Program Applicant, you must create an online account on the AASU CareerWeb site.

- Click on "for students/alumni"
- Click on "register for a new account"
- Sections indicated with an * is required (all other information is optional)
 - Under "What services are you currently interested in?", please make sure you select Federal College Work Study Program
- Click "Submit" once you have completed the required fields
- A message will display stating, "Your registration has been received. An email will shortly be sent to your email to verify validity of your email address"
- Student must then log onto email address used to create account and click on link provided by AASU CareerWeb
 - After account has been verified you will automatically be logged into AASU CareerWeb site
 - Student will then also receive an email containing User ID and Password information

***IMPORTANT:** Students will not be able to apply for any CWSP positions unless a resume has been created. If you require any assistance pertaining to the AASU CareerWeb site, please contact Career Services at 912.344.3430.*

APPLYING FOR FEDERAL COLLEGE WORK STUDY POSITIONS

If you are interested in applying for a CWSP position, you must first log onto your AASU CareerWeb account.

- Click on the tab "Jobs"
 - Then "CareerWeb Jobs"
- Under "Position Type"
 - Select "AASU Federal Work-Study"
- Click on "Search" (all available CWSP positions will populate below)
- Click on desired "Job Title"
 - "Position Description" will be displayed
- On the right panel the "Application Status" will be displayed
- Select all documents you would like to include with your application
- Click "Submit"