

How to get a CBFWS job

1. Make sure you've received a work study award as part of your financial aid package from Loyola. Check with the financial aid office or log into your LORA account to check your financial aid awards.
2. Check out the list of CBFWS employers: <http://www.loyno.edu/engage/employers-listing> (click on each employer to view available positions) or contact OCELTS if you already have a non-profit in mind that you'd like to work with.
3. Come see us in August at our table at the On-Campus Work Study Fair.
4. On the form from Human Resources, simply indicate "OCELTS" or "CBFWS" as your first choice for placement.
5. Apply for positions you want by submitting the required materials directly to the employer. Each employer has job descriptions posted on their page. If you're submitting a resume, make sure it includes relevant skills, talents, and prior experiences. The Career Development Center is happy to help with resume writing.
6. Employers will follow up with you if they want to interview you or offer you a job.
7. If you get a CBFWS job offer you'd like to accept, email OCELTS at ocelts@loyno.edu.
8. If you need to make any changes to employment and tax paperwork, please do so in Human Resources, Mercy Hall 102. If you are a freshman, you must go to Human Resources to fill out paperwork before you begin working and attend the work study orientation meeting.
9. Work with your supervisor to set a regular schedule and start working! Bring signed timesheets for each pay period to OCELTS.
10. Keep track of your hours so you don't exceed your award amount. Loyola will only pay up to this amount. You are expected to keep the same CBFWS job for the whole school year.

For all deadlines and dates, please, see the calendar on our homepage: www.loyno.edu/engage

Please, email OCELTS at ocelts@loyno.edu if you have any questions!