

**Career Services**

- Career Services compiles all full-time degree-related positions and internship opportunities on [Handshake](#).
- Our office offers support on exploring your major/career interests, writing a resume or cover letter, searching for an internship or job, obtaining graduate school information and preparing for an interview.
- If you have questions or would like to make an appointment, contact 978.542.6046 or email [career@salemstate.edu](mailto:career@salemstate.edu).

**Student Employment Office**

- The Student Employment Office compiles the list of all on-campus work opportunities and local part-time non-degree related positions.
- If you have questions, contact 978.542.7052 or email [student-employment@salemstate.edu](mailto:student-employment@salemstate.edu).
- In order to work on-campus you must be a matriculated student (enrolled in a degree program).

**Work Study Opportunities**

- The federal college work-study program (FCWS) provides jobs for undergraduate and graduate students with financial need.
- The FCWS also encourages community service and work related to courses of study.
- Federal work-study awards are based on the date of application, the level of need and the school's funding level.
- You must apply for financial aid to be considered for work-study opportunities. The [financial aid office](#) is responsible for evaluating your funds and offering awards. U.S. citizens and permanent residents can apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA).
- If you work off campus, it will usually be for a nonprofit organization or a public agency. Off-campus FCWS jobs must be in the public interest, such as community service posts that improve the quality of life for people (particularly low-income individuals) or that solve problems related to their need.
- If you have a work study award, you may begin searching for any work study positions. Please refer to your financial aid award letter or [contact financial aid](#) to find out if you have or are eligible to receive work study.

**Institutional Employment Opportunities**

- If you **do not** have work-study as part of your financial aid, you may begin searching for an institutional position.
- Institutional employment is a part-time on-campus job opportunity for students. Students do not need to be awarded Federal Work Study as the wages for these positions are compensated by the University departments for which the students are working.

**How do I apply for an on-campus position?**

- [Use this job search tool](#) to find the right position. Please follow the directions within the job description to apply or reach out to the supervisor directly using the contact information listed.

**Student Employment Fair**

- The Student Employment Fair is an event hosted by Career Services each September. In addition to local part-time jobs and internships, information about on-campus employment opportunities is shared during the Fair.
- Register for the Student Employment Fair and other events by visiting [Handshake](#). Log in using the same username and password as your Navigator account.