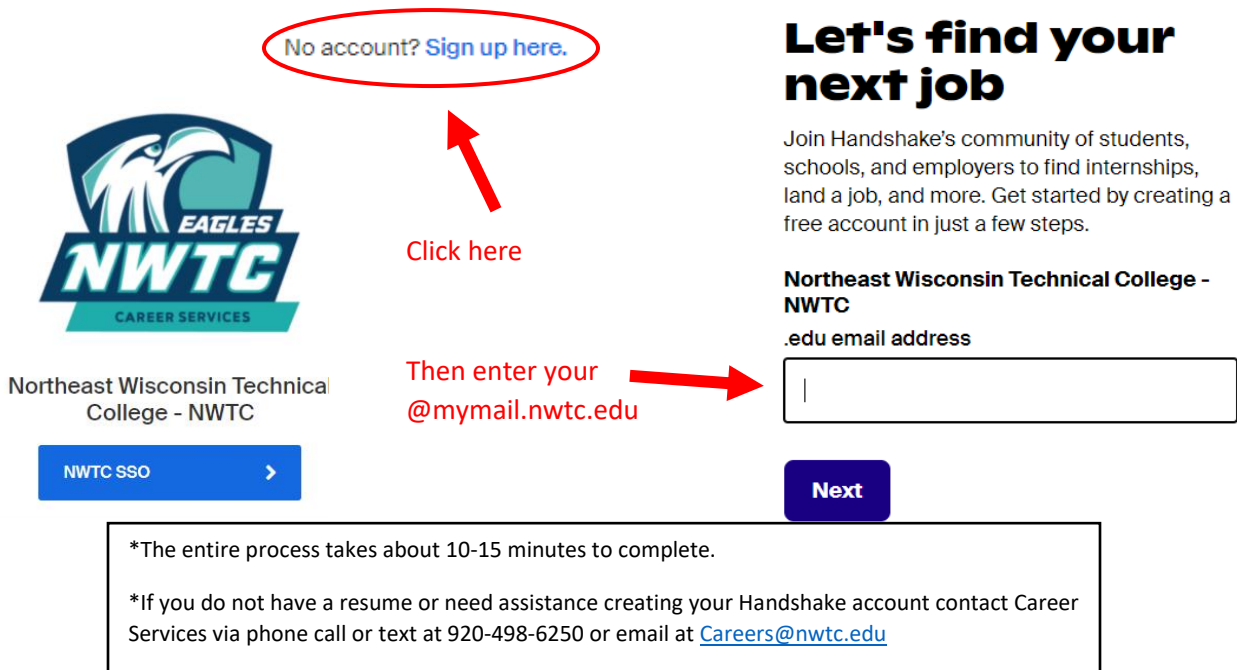



How to Get a Work-Study Job

Step 1: Create a Profile at : <https://nwtc.joinhandshake.com/>



No account? [Sign up here.](#)



Click here

Then enter your [@mymail.nwtc.edu](#)

Let's find your next job

Join Handshake's community of students, schools, and employers to find internships, land a job, and more. Get started by creating a free account in just a few steps.

Northeast Wisconsin Technical College - NWTC
.edu email address

Next

NWTC SSO

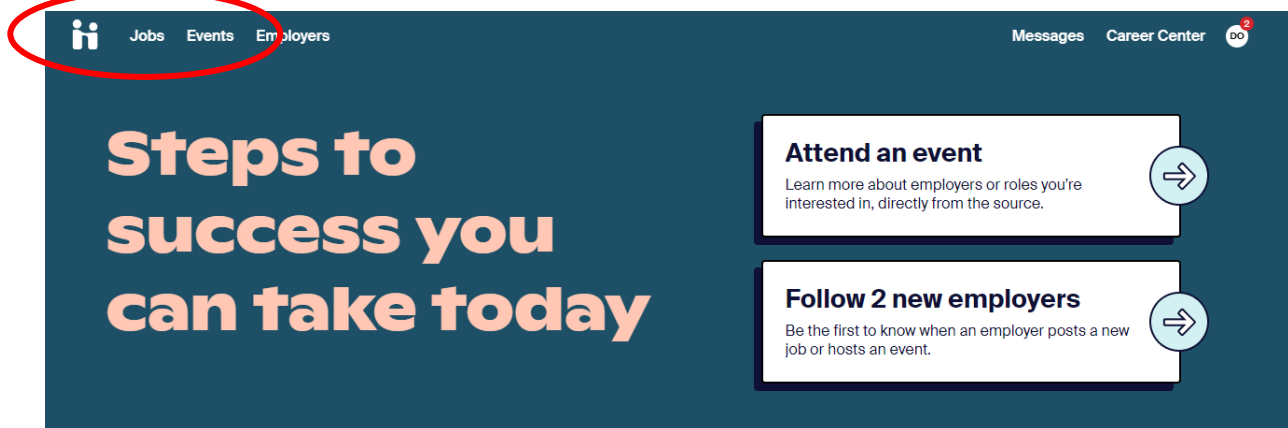
Northeast Wisconsin Technical College - NWTC

*The entire process takes about 10-15 minutes to complete.

*If you do not have a resume or need assistance creating your Handshake account contact Career Services via phone call or text at 920-498-6250 or email at Careers@nwtc.edu

Step 2: Dashboard

After your Profile is created, click on "Jobs" in the upper left corner.



Jobs Events Employers

Messages Career Center

Steps to success you can take today

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

Follow 2 new employers
Be the first to know when an employer posts a new job or hosts an event.

Step 3: Search Jobs

Type in "work-study" in the search bar to see all the work-study positions available in the left scroll section.

The screenshot shows the LinkedIn search interface. At the top, there are navigation links for 'Jobs', 'Events', and 'Employers', along with 'Messages' and 'Career Center'. A search bar contains the text 'work-study', which is circled in red. Below the search bar are filter buttons for 'Location', 'Full-time job', 'Internship', 'Part-time', and 'On-campus'. The search results show 407 jobs found. On the left sidebar, there are job listings for 'Design Work-Study' and 'Web Maintenance Work-Study'. The main content area displays the details for the 'Design Work-Study' job, including the employer 'NWTC Work Study' in Green Bay, WI, and the role description. A table below the role description shows application deadlines, posted dates, and estimated salaries.

Application deadline	Posted date	Estimated salary
June 30, 2022 11:55 PM	July 16, 2021	\$12.00 Per hour

Step 4: Apply for Job

When you find a position you are interested in, click on "Apply."

The screenshot shows the LinkedIn search interface with the search bar containing 'work-study'. The filter buttons are the same as in the previous screenshot. The search results on the left sidebar now show 'Study Abroad Assistant' and 'Farmory Hatchery Assistant (Work Study)'. The main content area displays a 'You match some of NWTC Work Study's candidate preferences' box, which lists several criteria with checkmarks and an 'x' for 'Work Study'. Below this box, there is an 'About NWTC Work Study' section with a 'Follow' button. The 'Apply' button is circled in red, and a red arrow points to it from the right side of the screen.

Step 5: Upload Resume and Answer Two Questions

Apply to NWTC Work Study ✕

Details from NWTC Work Study:

Applying for Videographer/Photographer requires a resume. Attach it below and get one step closer to your next job!

1. Attach your resume

or

Upload Resume

2. Work Authorization ?

Are you legally authorized to work in the United States?

Yes No

Will you now or in the future require visa sponsorship?

Yes No

Answer Two Questions

Prefer not to answer these questions ?

Submit Application

Submit Application

Step 6: Attend Interviews

- Hiring managers will reach out to you to setup interviews.
- Make sure to visit Career Services for assistance with your resume and Handshake.
 - SC128 (Green Bay Campus)
 - careers@nwtc.edu
 - 920-498-6250
- Bring your Work Authorization Form with you.

Step 7: Employment Offers

- If hired, arrange work schedule with supervisor based on the number of hours listed on your Work-Study Authorization form.
- Sign and Date Authorization Form (You and Supervisor)
- Return/Submit completed form to the Financial Aid Office.
- Complete Job application at www.nwtc.edu/jobs (posting #602221)
- A welcome email with instructions on how to complete new hire employment paperwork and an invitation to attend employee orientation will be emailed to you by the Human Resources Department.
 - NOTE: New Hire Employment Paperwork MUST be completed on or before your first day of work.