

Work-Study at THE SCHOOL OF DIVINITY



For more information about the work-study program, see **Mary Ellen Walter** in the Office of Admissions and Student Services.

Wingate 108
walterm@wfu.edu
336.758.3748

What is a Federal Work-Study Award?

If you indicated on your FAFSA that you were interested in federal work-study, and have received the award as part of your financial aid package, this means that you are eligible to apply for work-study positions in the School of Divinity and elsewhere on campus (note: jobs outside of the School of Divinity have less availability because of undergraduate needs). If you completed the FAFSA and would like to apply for a work-study job, but you did not check the box for work-study, please contact Lauren Trethaway, financial aid counselor, at TRETHAL@WFU.EDU. It might be possible to add it to your financial aid package.

If you plan to apply for one or more work-study positions, you will need to accept your federal work-study award in WIN. Please note that federal work-study will not be listed on your student account in DEAC, since you must work to earn this award.

The pay rate in the divinity school for federal work-study jobs is \$9 per hour, which is earned during the academic year if you are hired for a job.

PLEASE KEEP IN MIND THAT SOMETIMES THERE ARE MORE STUDENTS SEEKING WORK-STUDY JOBS THAN THERE ARE JOBS AVAILABLE.

For a comprehensive guide and more information: wakediv.school/work-study-resource

What is the process to apply?

- 1 Accept your federal work-study award in WIN.
- 2 By mid-August, you will receive an email that lists job openings in the divinity school and an online application where you can designate job(s) for which you are applying. Once the application deadline has passed, applications will be forwarded to the hiring supervisors for review and selection, and you will be notified about whether you received a job. In most cases, students will be notified by the first week of September if not earlier.
- 3 See Mary Ellen Walter in the Office of Admissions and Student Services to complete hiring paperwork, along with instructions for submitting your hours worked in Workday, the online time and attendance tracking system used by Wake Forest University.

WHAT TYPE OF JOBS ARE TYPICALLY AVAILABLE AT THE SCHOOL OF DIVINITY?

- Faculty Research Assistant
- Multimedia Assistant for Homiletics
- Admissions Office Assistant
- Communications Assistant
- Spiritual Life Coordinator
- Community Lunch Coordinator
- Coffee Hour Coordinator
- Admissions Ambassador

Other On-Campus Resources

Several University departments hire Graduate Assistants in the Spring Semester for the following academic year. Occasionally there are a few open positions still available in the Fall.

The School of Divinity maintains up-to-date job listings in several categories as a resource for alumni and current students. The listing includes both full-time and part-time opportunities, local, across the United States, and international.

WAKEDIV.SCHOOL/JOB-LISTING

- LGBTQ Center
- Benson Student Center
- Residence Life and Housing (RLH)
- Pro Humanitate Institute (PHI)
- Anna Julia Cooper Center (AJC)
- Office of Student Engagement
- Learning Assistance Center (LAC)
- Intercultural Center
- ZSR Library
- Campus Recreation
- Student Bookstore & Deacon Shop

