

How does FWS ([Federal Work Study](#)) & PWP (Pepperdine Work Program) work?

Through the Work-study program the student may earn up to the amount of their offer by working for an on-campus student employment job or an approved off-campus community service partner.

Compensation for hours worked is funded through the program. Current pay rates vary depending on the position, starting at minimum wage. Wages are paid bi-weekly following the University's payroll schedule.

IMPORTANT: Students with FWS & PWP offers are not guaranteed employment on-campus. Every student is given the same, equal opportunity to apply for jobs they are eligible for, regardless of their financial offer.

What jobs can I get if I have a FWS or PWP offer?

All Pepperdine students, regardless of having a work study offer, are able to apply to student positions on campus. However, there are some departments on campus that are only able to hire students who have a work study offer. Students with work study can apply to any on campus position.

The [Student Employment Office](#) partners with the following local nonprofits who are our off-campus community service partners. Students with work study can apply to work with one of Pepperdine's Community Partners: [Jumpstart](#), [Boys & Girls Club](#), [Emily Shane Foundation](#), and [Step Up Tutoring](#)

More information about work study & Community Partners can be found on the Student Employment Office's [website](#).

How do I search for a job?

All open positions are posted on Pepperdine's job posting platform: Handshake. The Student Employment Office recommends checking Handshake often as jobs are posted on a rolling basis. Visit the [How to Find Jobs On-Campus page](#) for more details. Questions can be directed to student.employment@pepperdine.edu

How long can I work using my work study funds?

Work Study amount ÷ Hourly Pay Rate = Total hours available to work using your offer for the academic year. After a job is secured, please [track](#) hours to ensure you are working the appropriate hours each week. Once the offer is depleted, you may need to stop working if the department is unable to hire you departmentally. Hours worked are scheduled and coordinated around your course schedule and contingent upon meeting [SAP](#).

A work study offer does not guarantee employment with an employer until hours have been depleted. Employment is at will and contingent upon agreement by both the employee and the employer.

Please keep in mind the cut off dates for using a work study even if funds are left:

- Per FWS rules, students with a FWS offer can not use it past June 19, 2022.
- Per PWP rules, students with a PWP offer can not use it past April 30, 2022.

If the student is graduating, they cannot use their (PWP or FWS) past the day of Graduation.

What if I am unable to secure a job on campus or with a Community Partner?

Please keep in mind, it is not a requirement for you to utilize your work study program and there will not be any negative consequences if you are unable to earn your full offer this year. If you find an off campus position that more aligns with your needs, you are welcome to apply and not use your work study. For more information, we recommend connecting with your Financial Assistance Advisor.

Can my work study funds be refunded to me via my student account? No, these funds may only be used for earnings after you work hours from employment.

Additional questions regarding job search assistance can be directed to student.employment@pepperdine.edu.