How to Search for a Federal Work-Study Job in Eagle Ops

1. Go to the Student Employment Office’s *Search the Job Openings* website.  
   [http://studentaid.emory.edu/types/fws/search.html](http://studentaid.emory.edu/types/fws/search.html)

2. Click on the link called *Begin Job Search*. You will be taken to the following login screen.

3. For your first time logging in, please use your “@emory.edu” email address. Your password is your 7-digit Emory student ID (for example, 1234567). You will be able to change your password in the system. If you have used the system before, you should already have a password created.

4. New students to the system will be required to complete your Profile in the system before you will be allowed to search jobs. Returning students should take this time to update your student profile.

5. You will be required to upload your FWS Student Employment Application to your Documents section. A copy of the form is available through the Office of Financial Aid’s website at [http://studentaid.emory.edu/types/fws/forms.html](http://studentaid.emory.edu/types/fws/forms.html).
6. Upload the completed form to your Eagle Ops account by visiting the tab “resumes & other docs” from the main navigation bar.
   a. At the bottom of this page, click ADD NEW.
   b. Enter a Label to your document
   c. Click the button for Federal Work Study Employment Application
   d. Use the CHOOSE FILE button to locate your completed application you’re your computer and upload to your documents section.

7. To search Federal Work Study positions, from your home page, go to the “search jobs” section in the main navigation bar and select “Eagle Opportunities Jobs” from the drop down menu. Select the middle tab called (FWS) Federal Work Study Positions.
You will now see a list of all available FWS jobs. Please keep in mind that FWS jobs are usually only posted from August to September and from January to February. If you have any questions about the Federal Work-Study job search, please contact the Office of Financial Aid at 404-727-6039.