

# East Carolina University

## THE CAREER CENTER

### Federal Work Study (FWS) Job Search Procedures (Fall 2009 – Spring 2010)

Congratulations on being awarded Federal Work Study. The Career Center posts all FWS positions via our online database, **Pirate Jobs**. Follow the instructions below to search and apply to available positions.

**NOTE:** Only students who have accepted their FWS award and received a Hiring Authorization Form from the ECU Financial Aid office are eligible to apply to FWS jobs. Students who do not qualify for FWS should search for On Campus Jobs (Not Work Study – aka Self-Help) and/or Part-time Off-campus positions with local employers.

1. Visit The Career Center website at [www.ecu.edu/career](http://www.ecu.edu/career), click on **Students**, then **Pirate Jobs** on the left side of screen or visit <http://piratejobs.experience.com/>
2. Log into **Pirate Jobs** (powered by Experience eRecruiting)
  - Username = full ECU email address (example: abc1234@ecu.edu)
  - Password = 0 (you may change it after successful login)
3. Complete your Profile
  - Complete the required information
  - Click **Save** at the end of page
4. Searching for Federal Work Study (FWS) jobs
  - Scroll to the **One-Click Searches** section in the middle of the page
  - Click on one of the following **One-Click Searches**
    - Federal Work Study – All (shows FWS jobs on and off campus)
    - Federal Work Study – Community Service/Off Campus (shows FWS jobs located off-campus with Non-Profit Community Service agencies)
    - Federal Work Study – On Campus (shows FWS jobs with ECU depts)
  - Click on the **Job Title** to view job description
  - Application procedures vary follow specific process outlined for each job
5. Some jobs will allow you to apply through the system. You must upload a Resume and/or Student Employment Application
  - Click **Upload Documents** under the **Documents** tab on the gray navigational bar
  - Choose the document type in the **Upload Documents** section and click next
  - Click **Browse** to select your document
  - Choose the document/file and click **Upload**

All **FWS** positions valid for this time period will state “**Fall 2009 – Spring 2010 FWS**” in the title.

Contact Student Employment for any assistance (252) 737-4473 or [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu).