The Federal Work-Study Program allows eligible students to earn some of their financial aid by working during the academic year and/or during the summer, either on-campus or off-campus, for various non-profit agencies. Federal Work-Study is awarded based on financial need to undergraduate students enrolled in a degree program who are registered at least half-time during the academic year. The amount of the award represents the maximum earnings allowed for that period.

Students interested in Federal Work-Study must apply for financial aid and meet all UMaine deadlines. A Student Employment Authorization must be completed and turned in to the Office of Student Employment before students can start to earn the Federal Work-Study award. For instructions on earning Federal Work-Study while working for an off-campus non-profit organization, students should contact the Office of Student Employment.

Student Employment
5781 Wingate Hall
Orono, Maine 04469-5781

tel 207.581.1349
fax 207.581.3261
umaine.edu/studemp

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran’s status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:
Director, Office of Equal Opportunity, 101 North Stevens Hall, 207.581.1226.
Why Should I Work?

Working provides two important assets: experience and a paycheck. Working on or off campus while in school can help reduce the amount of loan money a family needs to take. After college, a student will have valuable work experience to put on a resume and a larger network to pull from upon graduation. In addition, students who work will learn effective time management skills and often find having a job helps rather than hinders their academic performance.

How Do I Find a Job?

The easiest and most thorough way students find jobs on campus is through the Office of Student Employment. An online job search (called CareerLink) is available at umaine.edu/studemp. Students can also find employment on campus through more traditional avenues. They can ask students, professors, and advisors to see who may be hiring or, once a student finds a position they are interested in, they may contact the department directly. Positions are usually filled on a competitive basis, often involving an interview, and can be based on required skills, experience, attitude and/or work schedule availability.

Students who wish to speak with someone in the Office of Student Employment with questions regarding this process are invited to stop by the office, located in Wingate Hall, or call 207.581.1349.

How Much Should I Work?

Students employed by UMaine are limited to a maximum of 30 hours per week during the academic year and up to 40 hours per week during breaks and the summer term. Most students who work spend between 5 and 10 hours per week at their job during the academic year.

Students should evaluate their work schedule based on their individual situation. For some students, financial considerations make earning a paycheck a high priority. Other students find their academic schedule allows them very little time to do anything except study.

Will Working Impact My Financial Aid?

The more students work, the more income they receive, which could reduce overall eligibility for financial aid. However, in most cases, students will earn far more in a paycheck than they will “lose” in financial aid.

If a student is eligible for Federal Work-Study, earning this year’s award will NOT impact next year’s financial aid eligibility since they will list that portion of income as an “Income Exclusion” on the financial aid application for the following year. When applying for the next year, students should read instructions carefully and direct any questions on how to do this to the Office of Student Financial Aid at 207.581.1324.

What Kinds of Documents Do I Need to Work?

Students may begin working after the following documents have been filed through the Office of Student Employment:

- Student Employment Authorization
- I-9 Form
- W-4 Form

Regular Student Employment

These employment opportunities are part-time, on-campus employment for UMaine students. Employers may use a variety of methods to advertise job openings: word of mouth, posting announcements on bulletin boards, or posting a job with the Office of Student Employment.

Part-Time and Summer Employment

The part-time and summer employment programs are available to UMaine students enrolled in a degree program and registered at least half-time. These jobs are non Federal Work-Study, off-campus and on-campus opportunities primarily in the greater Bangor area, with some statewide and out-of-state listings. Information is also available on pre-professional internships as well as resorts and camps offering employment to students.