

Tips for Locating a State Work-Study Program (SWSP) Job

You can view and print a list of available State Work-Study Program (SWSP) jobs on the Internet by using the [SWSP Job Search](#). Job postings are updated daily.

PHEAA provides participating employers with the names of students seeking Summer SWSP jobs. If you wish to have your name, address, telephone number and other pertinent information released to SWSP employers, or you wish to request a printed list of employers, complete and return the [SWSP Information Request Form](#).

If there are no jobs/employers on the list of interest, you may give potential employers a copy of the [State Work-Study Program Employer Overview](#). However, you should review the basic employer eligibility guidelines on the Employer Overview before contacting a new employer.

Employers that are interested in hiring students through the State Work-Study Program should complete the [PHEAA Work-Study Employer Application](#).

When you receive a potential job offer, you and your potential employer must complete and submit the SWSP [Student Application/Placement Form](#). The completed form must be submitted to PHEAA no later than the following filing dates:

- Summer term employment: May 31
- Fall term or full Academic Year employment: October 1
- Spring term employment: January 31.

If you have any questions regarding the State Work-Study Program, please do not hesitate to contact Agency staff by sending an e-mail to matchingfunds@pheaa.org or telephoning 1-800-692-7392.

DS/ji

DS-090122-TipsLocatingSWSPJob.2009MFForms.SWS

