

# GENERAL WORK/STUDY

## Work/Study Roadmap

General Work/Study positions provide support to relevant departments, units, and Faculties in clerical, administrative, or technical capacities.

Examples of General Work/Study positions by job titles:

- Accreditation & Curriculum Assistant
- Budgeting & Accounting Assistant
- Program Department Assistant
- Special Projects Assistant
- Client Service Representative

### Steps to Apply for General Work/Study Positions

#### Fill out a Work/Study Application

Fill out the Work/Study application to determine your Work/Study eligibility. To submit your Work/Study application, [click here](#).

#### Sign in to YU Hire

Current Employee or Have Been Within the Last 5 Months: Please visit [Employee Career Portal](#) and login using your Employee Passport York

New Candidate or Have Not Been Actively Employed in the Last Five Months: Please visit [External Career Portal](#) to create an account.

#### Search and Apply to Jobs

On YU Hire, make sure you filter to find positions that are listed as “Work Study.” Complete the job application by submitting your resume and cover letter and wait for a decision.

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#### Enrol in Your Courses

Register and enrol in your courses through [REM](#).

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#### Confirm your Eligibility

**International Students:** You are required to submit a study permit to [wspost@yorku.ca](mailto:wspost@yorku.ca) to have your eligibility assessed. Once received by Work/Study Administration, you will receive an eligibility decision.

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**Domestic Students:** You will not receive an eligibility decision email as the hiring units have access to the systems, however, you can email Work/Study Administration at [wspost@yorku.ca](mailto:wspost@yorku.ca) to get an update.

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#### Seek Career Support

Visit the Career Centre during the [Career Lounge](#) to get support with resume, cover letter, job searching and interviews!

You can also book a 1-on-1 appointment with a Career Educator by making an appointment through [Experience York](#) or attend a [career development workshop/webinar](#).

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