

On-Campus Student Employment

Students interested in working on campus need to fill out a student employment application online and return it to the Director of the Academic Support Center. No paper applications accepted! Student employment applications are kept on file for one school year. When Academic Support Center is notified of a vacancy several applications of qualified individuals are sent to the appropriate office for review. The office hiring the student worker will then select the desired student employee. Upon employment, students must submit a copy of their driver's license/ID card and social security card and complete a W-4 and I-9 form. Students are paid twice a month or every two weeks for hours worked, and this money is not available at registration.

There are two different types of on-campus employment. *Workstudy* jobs are based on a student's eligibility for workstudy money in their financial aid package. A student's eligibility for workstudy money is based on financial need. The second type of employment is *workship* jobs. These positions are funded by the college and are not based on financial need.

Because of the limited amount of positions available, there is **NO** guarantee that you will get a job. However, your chances increase greatly if you follow the outlined procedures.

If you are an upperclassman and worked on campus last year and plan to return to the same position, you do not have to fill out a new application. If you would like to work in a new office, you do need to complete a new application. If you filled out an application last school year and were not placed for employment, you must complete a new student employment application each school year.

Students are not allowed to work over 20 hours per week during a period of enrollment. All students work for minimum wage. Students must maintain a 2.0 cumulative grade point average (not applicable for first time freshman) to be eligible for hire.

[Click Here](#) to access the On-Campus Job Information Form.