

## **Student Employment Frequently Asked Questions**

### **1. How will I benefit from student employment at Goucher College?**

Student employment provides students with valuable work experiences, networking opportunities with the campus and community, opportunities to expand future career choices, and much more.

### **2. Who is eligible for Student Employment?**

Any student who is enrolled in at least six credit hours a semester and is eligible for employment in the United States may apply for student employment. Financial **need is a factor** of student employment eligibility for students awarded **federal work-study**.

### **3. I was not awarded Federal Work-Study. May I still work on campus?**

Yes. Contact the [Career Development Center Office website](#) - (will you provide the web address?) for all on-campus student employment opportunities.

### **4. Must I work if I have a Work Study Award?**

In order for you to receive your award amount, you must have a job on campus. Federal Work Study is paid to a student in the form of a bi-weekly paycheck based on the number of hours worked each pay period.

### **5. Will my Federal Work Study Award be applied directly to my account?**

No, you receive the earnings in the form of a paycheck and may utilize the funds as you wish. It will only be applied toward your account if you apply it directly.

### **6. What is the benefit of the Federal Work Study Award?**

Earnings received in Federal Work Study do not have to be applied towards the calculation for determining financial assistance eligibility the next time a student applies for aid.

### **7. Since I have Federal Work-Study will I be guaranteed a job?**

No, you are not guaranteed a job. You must apply for a student employment position directly with the department that has a position vacancy posted. The best way to do this is by attending the student employment job fair held prior to the start of classes. After that you can locate available positions on the Career Development website.

### **8. Can International students work on-campus?**

Yes, international students with an F-1 visa may work on-campus and would follow the same process as a US citizen, to apply for a job. Students in this category must contact admissions and speak with the assistant director assigned to international students.

### **9. How many students work on campus?**

On average, we pay approximately 540 students during each pay period in the academic year.

### **10. What types of jobs are available?**

Students work in nearly every department on campus. Most of the positions on campus are Office Assistant positions in various departments. Other types of positions include IT support, library worker and student assistant.

### **11. How do I find a job?**

- Attend the campus Student Employment Job Fair in the fall prior to the start of classes.
- Jobs are posted on the CDO Web Page as the positions become available.
- Students are encouraged to check periodically for new positions.
- Postings will include a description of the job, qualifications required, hours available and the name and contact information of the supervisor.
- Students contact supervisors directly to apply for the position.

**12. Are there employment opportunities other than those with Goucher?**

No. Goucher does not currently contract with external agencies for student employment.

**13. When is the best time to start looking for a job?**

The best time to look for a fall position is the end of June right after Orientation. Jobs will still be posted throughout the entire year (although the opportunities are more limited). If you are seeking employment for the spring semester, you can begin searching for a position any time in the fall semester.

**14. Where can I obtain assistance on my resume?**

The Career Development Office is an excellent resource and will be more than willing to assist you with your resume and interviewing skills. They are located in the Rhoda Dorsey Center.

**15. What do I do if I am offered a job?**

Once you are hired for a student employment position, you must fill out the appropriate employment papers, W-4, I-9 and FERPA Statement BEFORE you begin working. You will need to bring proper identification and employment authorization documents to complete the paperwork. The most common forms of documentation are a US Passport or an original birth certificate or an original social security card. Please remember that you must present the original, so please make sure that you bring one of these documents with you to campus.

Contact your supervisor if you have questions or refer to the on-line Student Employment Guidebook for additional information.

**16. How many hours can I work?**

You can work up to 20 hours a week during the semester and 40 hours a week during academic breaks. During the summer you can work 40 hours a week.

**17. How many on-campus jobs are allowed per student?**

There is no limit on the number of positions a student can work, however, a student may not exceed a total of 20 work hours a week. Federal work-study students must inform each supervisor that he or she is working another job on campus so that each can manage the schedule and limited federal work-study funds.

### **18. How much money will I earn?**

Entry level positions pay the current state minimum wage. Positions with increased responsibilities are paid more. The job posting will indicate the wage rate. Students receive earnings in the form of a bi-weekly paycheck after the hours are earned. Direct deposit is strongly encouraged.

### **19. When will I receive a paycheck?**

A schedule of pay days will be provided to each supervisor and is posted on the Human Resources website. Contact the payroll office if you have questions.

### **20. Where is the Student Employment Office?**

Student Employment at Goucher is managed by several departments. If you need assistance with any of the following please contact us at [StudentEmployment@goucher.edu](mailto:StudentEmployment@goucher.edu) or

**Job Posting:** Traci Martin Director of Career Development

[tmartin@goucher.edu](mailto:tmartin@goucher.edu) (410) 337-6191

**Financial Aid Questions:** Sharon Hassan, Director of Student Financial Aid

[shassan@goucher.edu](mailto:shassan@goucher.edu) (410) 337-6141

**Payroll Questions:** Lisa Peddicord, Payroll Manager

[lpeddico@goucher.edu](mailto:lpeddico@goucher.edu) (410) 337-6069