



To: New Students Requesting Student Employment for 2014-2015  
From: Aimee Johnson, Student Employment Coordinator (5h)

The purpose of completing this form is to review employment experience, skills and interests in order to place students in a position in the student employment program. The Student Employment Office in Financial Aid places new students in employment positions. Please be as specific as possible concerning previous work opportunities, both paid and volunteer. If you have no employment experience, write "NONE" in the space provided.

A job assignment will be in your orientation packet and will indicate the time and place for your initial meeting with your supervisor. This session is mandatory for anyone planning to work on campus during the school year.

Of the 2000 students employed by the College, more than 500 assist in the daily operation of services essential to the college in the Campus Safety, Dining Service and Custodial Departments. Many first year students are placed in these departments. Successful employment in Campus Safety, Dining Service or Custodial allows a student to interview in the spring of their first year for employment opportunities in other areas during subsequent years at Gustavus.

It is important that the Student Employment Application form be completed and returned to the Student Employment Office as soon as possible or turned in at our One Stop Shop during registration week.

Students are paid \$8.00 per hour. Most students will work five to nine hours a week with the schedule determined by the student and their supervisor at the department training session. Students are scheduled to work between classes and some evenings and weekends if required by the department.

A listing of all positions available to student employees at Gustavus Adolphus College is available on-line at [gustavus.edu/financialaid/jobs](http://gustavus.edu/financialaid/jobs). Job descriptions should be reviewed to complete the Job Preferences box indicating three areas of the College where you are interested in being employed. **If a first year student is interested in a specific area, they will be considered for that position only after the department has filled all the upper-class student positions.**

Please complete and return the enclosed forms – Application, W4 and Direct deposit. You will complete the I9 when you get to campus.

#### Student Employment Checklist

- Completed Application
  - Completed W4
  - Completed Direct deposit form
  - 2 forms of Identification for I-9 (drivers license, social security card, birth certificate, passport)
- (For a complete list of acceptable documents go to: <http://www.uscis.gov/files/form/i-9.pdf> - see page 9)

**MAKE YOUR LIFE COUNT**