



To: New Students Requesting Student Employment for 2015-2016  
From: Aimee Johnson, Student Employment Coordinator (5h)

Welcome to Gustavus and Student Employment!

We have over 2000 students working at Gustavus each year for student employment. We currently have positions in 108+ areas/departments on and off campus and we could not do it all without our student employees. 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 for student leader positions, with pay increases from \$.50 -\$3.00 more per hour, in these areas during subsequent years at Gustavus. **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.**

### **THE PROCESS**

- Students are awarded student employment and receive the packet of forms
- Complete the forms and send them in or bring them with you to registration.
- Applications are sorted and reviewed by supervisors and departments
- Students are chosen/assigned to departments (Upper classmen find jobs on their own)
- Students find out job assignments at Orientation (in folder)

### **THE FORMS**

#### **APPLICATION FOR STUDENT EMPLOYMENT**

We NEED this form completed and returned ASAP. (This lets us know that you want a position for student employment for 15-16) Please be thorough when listing skills, interests, employment and volunteer experiences. If you have no employment experience, write "NONE" in the space provided. To complete the Job Preferences portion of the application, please check the website <https://gustavus.edu/financialaid/jobs/> to review job descriptions and departments/areas where students can work. Please be aware of prerequisites in certain areas and the AID TYPES that can work in those areas. Your aid type for student employment is listed on your award letter - (Federal, State or Institutional)

#### **W4**

A Federally required form that needs to be completed by the student to determine if/what tax exemptions you want taken from your paychecks.

#### **DIRECT DEPOSIT**

We require student payroll checks to be deposited into a checking or savings account.

#### **I-9**

A Federally required form used to document employment eligibility in the United States. We will have these on campus for you and you will complete this in person at registration or when you get to campus. You will need to bring a photo ID AND a social security card, birth certificate or passport. (We will be taking a copy of these documents to keep in your file)

(over)

### **PAY RATE AND PAYDAYS**

Students pay rate is set at \$9.00 per hour in the 15-16 school year and they are paid on the 15<sup>th</sup> of every month. Most students will work 5-7 hours a week with the schedule determined by the student and their supervisor. Most students are scheduled to work between classes and some evenings and weekends if required by the department.

### **ORIENTATION**

Students will meet with or be contacted by their supervisors during Orientation to sign their Employment Agreements, set up training and get schedules coordinated for the fall semester. We encourage our students to communicate openly and directly with their supervisors if they are having any issues with schedules, time management or any other concerns. Of course the students can always come to Financial Aid and talk to us if they have any questions or problems!

See you soon!

Aimee Johnson

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**MAKE YOUR LIFE COUNT**

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