

## Student Employment FAQ's

### **Q: What is Federal Work-Study?**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study.

### **Q: What is a Work-Study Authorization Form?**

The work-study authorization form is submitted to the employer by the student prior to his/her hiring, stating the eligibility, the authorized period of employment, and the amount of Work-Study assigned to student. Students can obtain a work-study authorization form from their WINGS account. Employers (employers who do not already have an active work-study contract) must complete the form and return it to the Financial Aid Office upon employment and forward a copy of the work-study authorization form to Human Resources, attn: Kim Wiggins.

### **Q: Can I get a job on campus if I don't have work-study?**

Yes. You can work on-campus as an institutional student employee. These jobs are advertised on the Student Employment Center (SEC) job postings: <http://jobs.georgiasouthern.edu/SEC>. You must be enrolled in at least 6 credit hours of Georgia Southern courses.

### **Q: Do I need a resume?**

Yes. You must submit a resume with each position application. It is never too early to start preparing your resume. The counselors at Career Services are available to help you develop your resume and provide career counseling.

### **Q: How much will I make?**

You will earn at least the current federal minimum wage, but the amount might be higher depending on the type of work you do and the skills required.

### **Q: How will I be paid?**

Most positions are paid bi-weekly. You can request that your paycheck be directly deposited into your bank account using the self-serve log in link on the Human Resources page at <http://jobs.georgiasouthern.edu>

### **Q: When do I get paid?**

Students are paid based on hours worked and entered onto student-timesheets. Each department typically has a designated business officer who is responsible for submitting student timesheets. Check with your supervisor. Students are paid bi-weekly. Location of check pick-up varies by department.

### **Q: Can I work as many hours as I want?**

No. Students typically work 10 to 20 hours per week. Students cannot exceed 25 hours per week.

### **Q: Are there special jobs for work-study students?**

Yes and no. Departments will identify if the job can be filled by work-study or institutional hourly or if they will consider all applicants.

### **Q: How do I apply for a job?**

You may go to the Student Employment website, <http://jobs.georgiasouthern.edu/SEC>, to find on and off-campus jobs. Applications may be completed online, saved to your computer and submitted by e-mail to [studentemployment@georgiasouthern.edu](mailto:studentemployment@georgiasouthern.edu) along with a current resume. Off campus listings provide a contact name and number for application details.

### **Q: What types of off-campus jobs are listed with Student Employment?**

Most off-campus jobs are posted by businesses in Statesboro and nearby counties. Students must contact the business directly for these positions as no on-line application process is available through the SEC. These are also part-time or one-time event listings.

### **Q: How does summer employment work?**

Work-study positions for summer will be listed as they become available. Departments often hire student hourly (non-work-study) employees to work during the summer. These positions will also be posted.

**Q: What should I do if I am sick or going to be late to my job?**

If you are unable to go to work due to an illness, it is your responsibility to call your supervisor to explain that you will be unable to work. You should “call in” each day you are ill before your shift is scheduled to begin. If you are going to be late it is your responsibility to call your supervisor stating what time you will be reporting to work.

**Q: How should I dress at work?**

You should keep in mind that you are representing your department and the University and therefore dress appropriately. Your first step is to check with your supervisor to see if there are any special guidelines on dress. Offices that deal with the public tend to require more formal attire.

**Q: How many hours per week can I work?**

During the fall and spring semesters, you are allowed to work a maximum of 25 hours per week. During the fall, spring and summer breaks, you are allowed to work a maximum of 40 hours per week. Hours and schedules are determined in conjunction with department supervisors, budget pending.

**Q: What are my responsibilities as an on-campus student employee?**

When you are hired for an on-campus position you become a member of a team that depends on you. While individual departments will have different expectations, you should expect to:

- Set up a work schedule with your supervisor that compliments your class schedule and your supervisor’s needs.
- Keep your total number of hours worked per week within the limit for all jobs combined.
- Report to work promptly, ready to begin work.
- Notify your supervisor as soon as possible and no later than the beginning of the scheduled work shift, when you are unable to work.
- Consider the employer’s needs as well as your own when requesting time off.
- Work with a cooperative and positive attitude.
- Refrain from conducting personal business during work hours.
- Perform your work in a satisfactory manner.
- Dress appropriately for your work location.
- Take your job seriously. The experience you gain in your position can be invaluable.
- Develop and maintain good working habits.
- Report your hours accurately each day that you work.
- Complete and sign your hourly timesheet. Submit it to your Supervisor/designee in a timely manner.
- Discuss problems with your supervisor as they arise. Your employer will be understanding and be interested in working toward a solution. If the problem cannot be resolved, you may contact the Student Employment Center for assistance.
- Students found to have engaged in gross misconduct (i.e. breach of confidentiality, theft, fraud, etc.) will be terminated and referred to the Dean of Students Office for disciplinary action.
- Notify your supervisor of changes in your work award eligibility.
- Earn no more than your award amount.
- Be enrolled in 6 semester hours each semester. You must cease working after withdrawing or graduating from school or dropping below part time status. Departments may move you to a temporary employee status if this occurs. This is at departmental discretion.

**Q: Do I need to do anything special if I have more than one on-campus job?**

You are only allowed to hold 2 on-campus positions at any one time. If you are working multiple jobs, you and your supervisor(s) are required to keep track of your hours. You cannot work more than 25 hours per week combined between both positions.

**Q: What if I am not receiving my financial aid?**

You may still apply for on-campus employment or search the listings for off-campus positions.