

ALL YOU NEED TO KNOW TO GET A JOB ON CAMPUS

Advantages of Campus Jobs . . .

- Practice job search skills
- Flexible hours that fit your class schedule with convenient campus location
- Enjoy campus life—meet friends, faculty and administrators
- Develop a network of people to help you with your career
- Learn new skills and build your resume
- Option to work—or not work—during vacations and summers
- Potential for a full time job opportunity

Some Campus Jobs Include:

Office assistant
Graphic designer
Laboratory assistant
Residence hall
attendants

Computer tech
Tour guide
Orientation leader
Library assistant
Food server
SWAT team

Researcher
Lifeguard
Note taker
Tutor
Usher

What is Work Study?

The Office of Student Financial Services determines the amount of the Work Study (if any) that can be awarded based on the FAFSA (Federal Aid application) filed by the student. Work Study jobs are federally supported and the amount of the award is the amount that you can earn in your Work Study job on campus. For example, if your award is \$2,000 total for the academic year, you may earn up to that amount in your Work Study job(s). Of course, you will have to identify and apply for one or more jobs. Once you start working, you are responsible for keeping track of your earnings. As you approach your award limit—if you plan to continue working—we advise you to visit the Office of Student Financial Services in Levermore Hall to ask if an increase in your award is possible.

What If I Don't Have Work Study?

If you don't have Work Study, you are still eligible to apply for "campus employment." There will be fewer jobs in this category, but still plenty of departments that can hire you.

Getting Paid

Student employees—with or without Work Study—get paid in the same way. You will receive a biweekly check for the hours that you worked in that pay period. If you work for more than one department, your check will go to the department that hired you first.

Can international students work on campus?

YES, they can! Most international students have a visa that allows them to work ONLY on campus, and restricts the number of work hours. Since they cannot apply for Federal Work Study, international students can work through campus employment or graduate student employment.

Can graduate students work on campus?

YES, even if they are part-time, graduate students can work under campus employment or graduate student employment. They can also apply for Federal Work Study as part of their financial aid package.

Easy as 1 . . . 2 . . . 3 . . .

1. Visit the Career Center:

Fill out the University's Student Employment Application: Every campus department accepts this application. Career Center staff will make copies for you so that you can bring it to several departments, and they will also keep a copy for you. Career Center staff will check to see if you have Federal Work Study and will indicate this on your application.

Check Current Job Postings: The Career Center maintains current listings of jobs sent by campus departments. Postings will include pay, hours, days, job duties and contact information.

- If you have Work Study, you are eligible to apply for any job listed.
- If you do **not** have Work Study, you may be limited to jobs listed as “Campus Employment.”

If there are no appropriate job descriptions, the Center may give you a list of campus departments with budgets for student employment and you can approach departments to ask if they are hiring.

2. Contact the Departments:

If you call the department: Be sure to introduce yourself and say that you are a student interested in working in that department. If the job is still available, ask about a convenient time for you to visit them. (Avoid eating, drinking or chewing gum, or taking another call during the conversation.)

If you visit the department: This is a job interview—dress appropriately. (NO shorts, tank tops, sandals, sweats, jeans or hats.) Be there at the agreed-upon time. Bring a job application you can give them, and a copy of your class schedule. Turn off your cell phone before you enter the department. Smile, speak clearly, and have a prepared statement as to why you are there. You may ask if and when they will notify you of whether or not you get the job. If you do not hear from them at that time, you may follow up with a visit or phone call. Even if they do not offer you the position, thank them for their time.

3. Make the Most of Your Campus Job:

- From your first day, be a responsible member of the team. Be punctual, courteous, eager to learn.
- Ask questions to be sure you understand the task.
- After you finish an assigned task, ask if there is other work for you to do.
- Avoid unnecessary personal calls or visits while you are supposed to be working.
- Anytime you must be late or absent, notify your supervisor as far in advance as possible. (Campus supervisors know that academics come first, and they want you to succeed as a student.)
- Build relationships. The people you work with, and work for, can be an important part of your network—eager to help you.
- Respect the confidentiality of information you may encounter.
- Keep a written record of the types of work you do. Your skills and accomplishments will become an important part of your resume—even if you plan to work in a different field. You will be developing what we call “transferable skills.”
- As you leave the job, send the supervisor a thank-you note. Ask for a letter of reference that may be useful when you apply for your next job.
- Stay in touch. People care about your success.

Two Special Campus Employment Programs:

For those who love to help children . . .

AMERICA READS AND COUNTS

Adelphi University students may work as tutors in local schools helping the classroom teachers by working with one child or with a group of children to improve literacy or math skills. To be eligible, students MUST:

- ◆ Have an interest in working with children
- ◆ Have a current Federal Work Study award
- ◆ Be available for blocks of 2 or more hours within the school day
- ◆ Submit an application to the Center for Career Development

All majors are eligible.

Van transportation to certain schools will be provided on a limited basis.

You do *not* have to have a Work Study award to apply for the SWAT team. Ask for the special SWAT application at the Center for Career Development.

*For students who want occasional work . . .
Helping get rid of pesty projects!*

The STUDENT WORKER ACTION TEAM may be for you.

The Center for Career Development coordinates a SWAT team of students who will work in a variety of campus departments on many different projects, sometimes on very short notice. One week, you might be shredding documents and the next week doing independent research on a fascinating study. Students hired for these short-term projects are sometimes offered regular student staffing positions by the department.