

Campus Employment

Frequently Asked Questions for Supervisors

What is Campus Employment?

Campus Employment is an employment opportunity available to our students on or off campus. Students record the hours they work via Web Advisor, and are paid twice each month.

Who is eligible for these campus jobs?

Preference in the hiring process is given to students who are awarded Federal Work Study (FWS). If you would like to hire a student and they are not FWS eligible, you will have to seek approval from your department chair and ensure the student can be paid from non-federal work study funds.

How do supervisors inform the Office of Financial Aid what student positions are available?

Supervisors can post any open positions on Handshake. If you have never posted a position and do not have an account with Handshake, contact Jami Klingensmith and she can assist. Instructions are also available on the Q&J Work Study Info for Faculty & Staff webpage.

Why does each position need an official Job Title/Job Description?

Federal regulations require that every campus job have a Job Title and Job Description. Once a Job Description has been given to the Office of Financial Aid, it does not need to be resubmitted each year unless there are changes to it. If a new position is created, a Job Title and Job Description must be sent to the Office of Financial Aid.

Example of Job Title and Job Description

Job Title: Student Office Assistant

Job Description: Student will be responsible for answering phones, computer Data entry, filing, picking up and sorting mail, and other duties as assigned.

Special Qualifications: Student should know how to use Microsoft Word and Colleague, as well as have excellent phone etiquette.

How do I know what account number to use on each student's timesheet?

Each department/office should have an approved budget with an account number for paying student employees. If you are unable to locate this number, please contact your department chair. *It is each Supervisor's responsibility to ensure that wages students earn do not exceed their approved budget.*

What are the pay rates?

Standard pay rate is \$7.25/hr.
Special Skills rate is \$8.00/hr.
Special hours/shift rate is \$8.00/hr.
Reading mentor rate is \$8.00/hr.
Student Supervisor rate is \$8.40/hr.
Annual Fund and Phonathon- Varied rates

Who can approve a student's timesheet as Supervisor?

Each department/office must select who will be responsible for supervising the position. The supervisor and alternate supervisor must be listed on the Work Authorization form. These are the only people able to approve a student timesheet. An Alternate supervisor must be listed for every student.

When are timesheets due?

Student timesheets are due two times each month. The first one should include hours worked from the 1st day of the month through the 15th and will be due on the 16th. The second one should include hours worked from the 16th of the month through the last day of the month and will be due on the 1st of the following month. There will be an "expire" date at the top of the timesheet. This date allows a few extra days for students to enter their time. Please note that hours on timesheets that are not included in the pay period cannot be processed.

How will I know the number of hours a student may work each week?

Hours worked will depend on the students schedule and each departments availability. Students **cannot** work more than 10 hours per week.

May I hire an upper-class student who has worked for me in the past?

Yes; the student must complete a new Work Authorization form each year. It is preferable that the student is still eligible for Federal Work Study.

Why is it important to hire Federal Work Study eligible students first?

The Federal Government allocates funds to the college each year through the Federal Work Study program that are used to pay students working on campus provided they are FWS eligible. It is imperative that all of these funds are utilized. If funding is returned, our allocation for the following year will be reduced. When students work on campus and are not work study eligible, the College pays their wages.

Students eligible for Federal Work Study have a large amount of financial need as determined by the FAFSA. Working on campus assists these students in paying their college expenses.

How do I post a job on Handshake?

If you need assistance, contact Jami Klingensmith in Career Services.

How do students apply for a campus job?

Students can view available jobs on Handshake. They should follow the posted instructions for applying. Supervisors will contact the student to schedule an interview.

What paperwork is required for a student to work?

A student must have a completed Work Authorization Form. If the student has never worked at W&J, they also have to complete their W-4 and I-9 forms. Information is also available on the Intranet, Students, Student Employment.

How do students secure a Student Work Authorization Form?

New and returning students can obtain the work authorization form on the Intranet; supervisors also have access to this form on the Intranet.

What if I want to hire a student who doesn't have a Work Authorization form?

Both supervisors and students can obtain a work authorization form via the Intranet.

How do students know their timesheet is available?

As long as the student has all of their paperwork completed, a timesheet will be issued. The student will receive an e-mail saying their timesheet is available.