

EMPLOYMENT INSTRUCTIONS FOR STUDENTS From Career Services

PART 1: ON-CAMPUS EMPLOYMENT PROCEDURES

- 1. Finding a Job.** All student worker job vacancies are posted on CIUOnline (www.ciuonline.com), under Career Services, and on bulletin boards located in the Student Center (next to the bookstore) and by the Career Services offices in the Administration building, 2nd floor. Student worker jobs are open to ALL registered students, whether you are Federal Work Study approved or not.
- 2. Federal Work Study Jobs.** If you have received an award letter from Student Financial Services, you qualify to participate in the Federal Work Study Program. All jobs on campus qualify for Federal Work Study (FWS) except some jobs in the Physical Plant, like janitorial, which will be posted as ineligible. Community Service jobs (some off campus) can only be filled by FWS eligible students and will be posted as such. Undergraduates must be registered for a minimum of 6 semester hours and Seminary/Grad students a minimum of 3 semester hours to receive FWS funds (see Important Guidelines, #1). Check with Student Financial Services if you are not sure if you qualify for FWS.
- 3. Applying for a Job.** Apply directly to the department with the vacancy, and to the contact person listed in the posting. Unless the job posting states to pick up a special application form, use the *Student Employment Application* form on CIUOnline, under Career Services, to apply for campus jobs. You may want to make copies of your completed application if you apply for several jobs to ensure you get one. Some supervisors may require a resume as well so have your resume updated and available.
- 4. Interviewing.** The supervisor doing the hiring will either contact you for an interview or may have you arrange for one when you apply. If possible, know your class schedule and available hours you can work before you interview.
- 5. Hiring.** Each department does their own hiring for the student worker positions they have available. Unfortunately, there is no guarantee you will get a job on campus, but if you are not selective and apply for several positions, almost everyone can find a job. When hired, be sure to get a copy of the job description to know exactly what is expected.
- 6. Wages.** The minimum pay for all student worker jobs is \$6.55 hour (as of 7/24/08 and \$7.25 hr. starting 7/24/09), with some jobs that require more technical skill and experience paying more. Students who stay in a job for more than a year may get slight increases in pay.
- 7. Student Employment Contract.** When hired, you and your supervisor must complete and sign a *Student Employment Contract*. Be sure your supervisor goes over the contract and that you thoroughly understand what you are signing. Carefully read the sections titled: "I Certify That," "I Agree To," and "I Understand That." Once you sign the contract you are expected to fulfill your commitment. Failure to do so (*i.e., leaving without proper notification or not completing your term of employment without valid justification*) may jeopardize future campus employment.
- 8. Security Sensitive Positions.** Student jobs that have any contact with minors (under the age of 18) **will require a background check**. Background checks will be at the supervisor's discretion for other security sensitive positions, such as those that deal with large sums of money, sensitive and confidential records and data, and/or issue passkeys to dorms and certain offices. ALL security sensitive positions will require a completed *Student Employment Application*, two (2) reference checks, clearing from Student Life, and a signed *Confidentiality & FERPA Agreement* (be sure you are given and read the FERPA handout before signing). If a background check is needed, your supervisor will give you the Background Records Check form to complete, sign and bring to Career Services. Be sure you have been given and completely read and understand "A Summary of Your Rights Under the Fair Credit Reporting Act."
- 9. Contract Processing.** You must take the completed and signed Contract (all copies) to Payroll (2nd floor of Administration bldg.) Also bring:
 - A blank deposit slip for your bank account if direct deposit is desired;
 - ID information:
 - a) Passport OR Driver's License **and**
 - b) Social Security Card OR Birth Certificate

You and your supervisor will receive a copy of the contract after payroll procedures are completed.

10. Payroll Procedures. The Payroll office will do the following:

- Have you complete the tax withholding form W-4 and I-9 U.S. Citizenship and Immigration Service form and a direct deposit form (if this service is desired);
- Give you a time sheet and instructions concerning the payroll process.

Upon completion of the above forms and procedures, you will be eligible to start work. ALL forms need to be completed as soon as possible after you are hired for the job, but no later than two days after your start date.

NOTE: International students cannot begin working until they show proof that they have or have applied for a Social Security number.

PART II: IMPORTANT GUIDELINES

- 1. Student Worker & FWS Requirements.** To work in a student position, you must be a registered student taking a minimum of 3 semester hours (does NOT include audited courses or distance education courses that extend beyond the current semester). Undergraduates who qualify for Federal Work Study must be registered for 6 semester hours to receive funds. If at any time during the semester you withdraw from all classes, you must terminate your student worker position. *No recent grads, alumni or spouses can be employed in these positions.*
- 2. International Students.** The U.S. Citizenship and Immigration Service limits international students to working no more than 20 hours per week during regular semesters. They are permitted to work 40 hours per week between regular semesters (i.e., winter breaks and summers).
- 3. Hours per Week.** Federal Work Study and students who are not internationals do not have a limitation on hours worked per week, but each department determines the number of hours based on their budget and the student's availability. Students who work over 40 hrs/wk are entitled to overtime pay.
- 4. Student Employment Contracts.** At the start of each new school year, every student worker (including continuing, re-hires and summer workers) must complete a new contract, which is good for the whole academic year, including summer, depending on what the supervisor has indicated as the length of employment. If a supervisor extends your employment beyond what was checked on the original contract, your supervisor only needs to contact Payroll to have it extended - no need to complete another contract for the same job. For every additional job you are hired for during the school year or summer, a contract for that job must be completed.
- 5. Employment Regulations.** Student workers are under the *Student Employment Contract* and the student handbook, *Biblical and Ministry Standards & Community Life*, but not the *CIU Employee Handbook*. Students are not eligible for personnel benefits or unemployment compensation.
- 6. Resignation/Termination.** As a student worker, you are expected to remain in your job for the time designated on the contract. However, you may discontinue employment at any time with proper notification, preferably a two-week notice. Students who do not perform the required tasks in an acceptable manner, after sufficient warning by their supervisor, can be terminated. (Some examples for termination include: failure to report to work, repeated tardiness, insubordination, failure or inability to perform tasks required, falsification of time sheets, theft, embezzlement, destruction of property, threats or use of physical force, any illegal activities or breaking CIU standards.)

PART III: OFF-CAMPUS EMPLOYMENT

- 1. Off-Campus Jobs.** Numerous job opportunities in and around the Columbia area, from churches, Christian ministries, residences and the marketplace are posted online to CIU. Jobs range from babysitting to highly technical. Most are part-time and many pay more than campus jobs. Your own transportation will generally be needed.
- 2. CIU JobBoard.** To access off-campus jobs on the online CIU JobBoard, you must first register by going to CIUOnline, under Career Services, and clicking on the JobBoard link. You **MUST** use your STUDENT ID number as your Access ID to be approved (ex: Access ID: 65332). Once your registration is approved, you can view all jobs posted, upload your resume, and send your resume to prospective employers.

CAREER SERVICES

Mrs. Stephanie Bryant, Associate Director ■ 803.807.5076 (or Ext. 5076 on campus) ■ Careerservices@ciu.edu
Location: Administration building, 2nd floor