

September Article 1 – Student Employment

When we met our freshmen class several weeks ago during Orientation, many of the questions we answered had to do with their transition to college. I'm homesick – what can I do? I don't know if I'm going to like my major – what should I do? Now that students have attended class for over a week and are at least a bit more settled in, one of the more frequent questions we're hearing in the Academic Resource Center and on campus is "I need a job – how can I get one?"

Many of our first-year students come to campus with plans to work, and UP employs many of our students on-campus. However, freshmen are sometimes unaware of what is required to be offered a position on campus, or even how to go about finding one.

If your student is working through this process, the first place to refer him or her is the Financial Aid website and, more specifically, the [Student Jobs Listings](#) page. There, students can find a list of all available positions that departments have provided to Financial Aid. Encourage your students to check this website early and often, and if they find a job whose requirements they meet, then apply, apply, apply.

Some students choose to branch out from the positions listed on the Financial Aid website by checking for available positions at specific places on campus they would enjoy working. Not every open job on campus ends up posted on the Financial Aid website, so another way students can find jobs is simply to keep their eyes and ears open – look for flyers in the residence halls, ask friends who have positions, etc.

The good news for our freshmen students is that one-quarter of all available on-campus positions are intended for them; additionally, one-quarter of all available on-campus jobs are intended for students who have qualified for work study (as part of their Financial Aid package). Mentioning these qualifications when such students apply for jobs may help make them stronger applicants.

For students who have qualified for work study, applying for a [community service work study](#) position may be another route to take. These jobs allow a student to earn a portion of his or her federal work study financial aid by providing services to a local non-profit organization. These positions are all located off-campus.

A final option for students interested in finding a job is to look at listings for off-campus jobs maintained through the Career Center. Students can visit www.collegecentral.com/up (and create a user name and password) to view positions that local employers have contacted UP about in order to hire UP students. Though off-campus, many of these positions are located close to campus.

Be aware that your student has to fill out two forms – the I-9 and the W-4 – in order to be eligible to work on campus. Students can fill out the I-9 prior to obtaining a job, and getting this taken care of early is a good idea. The I-9 requires that students show **original documents**, such as a passport, a Social Security card, or a birth certificate, in order to complete the form successfully. If your student does not have any of these forms and wants to work on campus, work with your student to ensure he or she will have access to them soon.

Working on campus can be a very good thing for students; in fact, students who work about 10 hours a week tend to do very well with time management because they're just busy enough to stay on track. So if your student is searching for a job and wondering what to do, encourage them to use these resources, come to the Academic Resource Center to talk over any questions, and most of all, to be persistent in their efforts.