

The Center for Career Services and Community-based Learning

Montclair State University, Montclair, NJ

Morehead Hall, Room 337

973.655.5194

<http://www.montclair.edu/careerservices/>

STUDENT GUIDE To ON CAMPUS EMPLOYMENT



ON-CAMPUS STUDENT EMPLOYMENT

GENERAL

Over 1,200 students work in a variety of positions in over 90 different University programs and offices each year. Student Employees must:

- Be currently enrolled MSU students
- Work no more than twenty (20) hours a week / thirty-five (35) during holidays and breaks

TWO (2) TYPES OF EMPLOYMENT

NOTE: BOTH FWS & SA POSITIONS ARE VIRTUALLY IDENTICAL IN PAY RATE & DUTIES.

There are two major student employment programs with different requirements:

- A. **Federal Work-Study** (FWS) is a need-based financial aid award available to United States citizens and permanent resident aliens. Students apply and, if eligible, are awarded work-study that is based on individual financial need. FWS students may then earn up to the award specified by the Financial Aid Office during the academic year.

- B. **Student Assistant** (SA) is funded as part of the University's operating budget and is based on institutional guidelines. Students who are United States citizens, permanent resident aliens or on F-1 visas and who are not eligible for Federal Work-Study may apply for Student Assistant positions.

APPLYING

- To register with CollegeCentral and view positions online, visit the following site:
<http://www.montclair.edu/CareerServices/oncampusstudentinstructions.htm>
- Go to The Center for Career Services and Community-based Learning, Morehead Hall, room 337 in order to register with College Central to apply for jobs.

Phone: 973.655.5194

Web: <http://www.montclair.edu/careerservices>

Hours: M – F 8:30 to 4:30 * Monday and Thursday until 7pm
Summer hours: M – Th 8 – 5:15pm, closed on Friday)

- Fill-out an application (knowing your class schedule will help you complete the application).

HIRING

- You are hired through an interviewing process which is conducting by hiring offices and departments on campus.

REQUIRED FORMS

FEDERAL WORK STUDY

- You are responsible for making two (2) copies of an I.D. (for example, driver's license, visa, passport) and social security card.
- Required Federal Work Study (FWS) paperwork is below. Your supervisor can obtain these forms from the **Financial Aid** office (College Hall, room 208) before you start working.
 1. I-9 FORM (TAN)
 2. W-4 CARDS STATE AND FEDERAL
 3. REQUEST FOR EMPLOYMENT (GOLD)

STUDENT ASSISTANT

- You are responsible for making two (2) copies of an I.D. (for example, driver's license, visa, passport) and social security card.
- Required Student Assistant (SA) paperwork is listed below. Your supervisor can obtain these forms from **Payroll Services** (College Hall, room 314) before you start working.
 1. I-9 FORM (TAN)
 2. W-4 CARDS STATE AND FEDERAL
 3. A REQUEST FOR STUDENT ASSISTANT EMPLOYMENT FORM (GREEN)
 4. A POSITION ACTION APPROVAL FORM (GREEN)

WEEKLY HOURS

- Work schedules **may not exceed** twenty (20) hours per week during the academic year. This is not an average but **MAXIMUM** hours per week. Exception: students can work up to thirty-five (35) hours per week during breaks and vacations.
- If a student has more than one student position at the University, the employers may arrange a work schedule between the jobs **ON THE CONDITION** that the work hours do not exceed a **maximum** of 20 hours per week during the academic year and a **maximum** of 35 hours per week during the summer.

RESPONSIBILITIES

- Your supervisor is asked to thoroughly describe work responsibilities to you during the interview process before offering the job.

PAY RATE

- You are paid according to a published compensation schedule (see your Supervisor) in which positions are classified in ranges according to the skills and experience needed to perform a particular job.

PAYCHECKS

- You are paid on a bi-weekly basis. The paycheck is *not* applied to any loans you may have. You receive the paycheck to use as you wish.
- Federal Work-Study recipients may earn up to the amount of their FWS award; however they are not guaranteed that the full amount of their award will be used. This will depend upon the assigned hours scheduled with the supervisor. For Student Assistants, hours to be worked are determined by the student supervisor and their unit allocations.
- Student paychecks can only be picked up by students. Students cannot pick-up a check for a friend. If requested, a paycheck may be mailed. Direct deposit is available. Ask your supervisor to obtain the paperwork from the Payroll office

FEDERAL WORK STUDY (FWS) ALLOCATION

- The WESS system (<http://www.montclair.edu/wess/>) updates a FWS summary and should be available on a biweekly basis.

JOB TERMINATION

- Reasons for job termination include, but are not limited to, the following:
 - a. Misuse of confidential or privileged information

- b. Failure to reasonably carry out tasks required for position
- c. Failure to perform work in a professional, competent, and diligent manner
- d. Found guilty of acts of racial discrimination, sexual harassment, or other serious conduct violations
- e. Misuse, misappropriation or theft of University property
- f. Falsification of University documents, time reporting, etc.
- g. Excessive tardiness
- h. Unexcused or excessive absenteeism

INJURY

- If you are injured on the job you should report immediately to Health Services, Blanton Hall. **EMS** (Emergency Medical Services) should be called if needed:

Emergency - x4111

Non-Emergency - x7836.

- You must follow all University procedures for reporting injuries—contact the Human Resources Office (Benefits), College Hall room 314.

CONTACT PERSONS/NUMBERS

- **Financial Aid:** Bob Baylor, Assistant Director, x7021 or baylorr@mail.montclair.edu
- **Payroll:** Troy Lopez, Principal Payroll Clerk x7142 or lopeztr@mail.montclair.edu
- **The Center for Career Services and Community-based Learning:** Adam Mayer, Director of Career Development, x5194 or mayerad@mail.montclair.edu
- **EMS** (Emergency Medical Services): Emergency - x4111 Office • Non-Emergency - x7836
- **University Police:** x5222
- **Wellness Services:** x7555
- **CAPS** (Counseling and Psychological Services): x5211

STUDENT EMPLOYMENT AGREEMENT

- Sign **Student Employment Agreement** (see page 5). By signing this form, you accept the conditions if this handbook and the general rules of conduct contained in the MSU Student Handbook (<http://www.montclair.edu/studenthandbook/policies.html>).
- Make a copy of this form and give to your supervisor.

STUDENT EMPLOYMENT AGREEMENT

I, _____ (print name), understand and agree to the conditions of the student employment program at Montclair State University. My signature below indicates my consent to follow the guidelines in this guide and the general rules of conduct contained in the MSU Student Handbook (<http://www.montclair.edu/studenthandbook/policies.html>).

Signature

Date

Make a copy of this form and give to your supervisor.

SUPERVISOR USE ONLY

Date received: _____