

# Student Employment

- Guided by the principle of biblical stewardship, Cedarville University desires to glorify Christ and to prepare you as a student for **lifelong leadership and service** by equipping you with the **opportunities, training, resources, and mentors** you need while working on campus.
- Campus employment opportunities also allow you necessary financial support to help you **fund your academically excellent, distinctly Christian Cedarville education.**

# Employment Opportunities

**Student Employment Opportunities Include:**

- **University-Funded Opportunities**
- **Dining Hall Opportunities**
- **Federal Work Study Tutoring Opportunities**
- **Off-Campus Opportunities**

# Eligibility and Hours

## Student Work Eligibility

- Students are eligible to work on campus . . .
  - if they are registered for six or more semester credit hours (undergraduate)
  - after a job offer is extended and accepted
  - after **required** payroll documentation is completed

## Student Work Hours

- Typically, students do not work more than 1200 hours per year. Students may work a maximum of 25 hours per week during the academic term. **Most students work five to ten hours per week.**

# Find A Job On Campus

- ❑ Create an [Online Student Employment Profile](#).
- ❑ **Select up to three [Student Job Postings](#)** of interest and apply online.  
Employment profiles are made available to the hiring departments selected.
- ❑ **Proactively contact the hiring department** to express interest.
- ❑ Follow-up several weeks after contacting the hiring department.
- ❑ **Proactively participate in campus hiring events to learn about additional campus opportunities that are not posted in Jobs on Campus.**
- ❑ Network with student workers in hiring departments.
- ❑ Participate in the interview and selection process.

# Student Employment Profile

- The Student Employment Profile is *similar* to an application. Information includes general student information and work schedule availability.
- Various departments may have their own form of a student employment application and may request a resume for additional information.
- Student Employment Supervisors may search for students through the online student profiles. *They may also search for student employees through other methods.*

# Next Steps . . .

- ❑ Hiring supervisors are *not* notified of new student applicants in the Student Employment System. **Proactively contact hiring supervisors to make them aware of your student employment profile.**
- ❑ Student Employment Supervisors will contact students if they wish to pursue an interview; however, do not wait for supervisors - **proactively contact them.**
- ❑ **Present a professional image in appearance and demeanor when interviewing.**
- ❑ **Prepare for the interview**, research the position and develop several key questions for the hiring student employment supervisor.

# Required Documents

- ❑ All students employed by Cedarville University, including students participating in the Federal Work Study Tutoring Program, must complete **required** payroll documents, including an **I-9 form, proving their identity and eligibility to work in the United States**. Students will also be asked to complete applicable state and federal tax withholding forms, as well as a direct deposit form.
- ❑ After students receive a written job offer, they must complete required payroll paperwork. Paperwork must be completed before the first day of employment. *Paperwork should be completed at the Student Employment Office.*
- ❑ Returning student employees **do not** need to complete new paperwork *unless there is a break in their student registration.*

# I-9 Requirements

- **Students need original, unexpired documents to complete the I-9 Form.** The University cannot accept photocopies, PDF's or faxes.
- Students will be provided with a list of **Acceptable Documents determined by United States Citizenship and Immigration Services.** Students may provide one document from List A or one document from both List B and List C. **Refer to the Student Employment or Payroll website for a list of Acceptable Documents.**
- These documents are **required** to prove identity and eligibility to work in the U.S.
- Students may send these documents home after completing the required paperwork.



# Beginning Work

- ❑ After a student completes all required payroll forms, the student will receive a “New Hire Checklist” form from Student Employment, authorizing the student to begin work. **Students may not begin work until all required paperwork is completed and approved by Student Employment.**
- ❑ The student should present this form to the hiring manager, who will finalize the hiring process.
- ❑ After hiring is finalized, the student may begin working and logging hours worked in CedarInfo. CedarInfo is accessed via the student’s University login credentials.

# Student Wages

## How much do students earn per hour?

- All student employees earn at least Ohio minimum wage.
- Hourly wages vary by position.

## How are students paid?

- All students employed on campus are paid through direct deposit to a student's designated bank account.

# Pioneer Food Services

- Pioneer Food Services hires approximately 400 students each year. Working with Pioneer offers students an opportunity to **start building their resume**.
- Students may work between 3-10+ hours per week. **Flexibility in scheduling** is permitted.
- **Pioneer has their own application, interview and hiring process.** The application may be accessed at [www.cedarville.edu/DiningHall](http://www.cedarville.edu/DiningHall)
- Pioneer is interviewing for various open student positions during Getting Started Weekend.

# Federal Work Study

What is Federal Work Study?

- ***“Federal Work-Study provides part-time jobs for undergraduate and graduate students with *financial need*, allowing them to earn money to help pay for educational expenses.” Financial need is determined by the FAFSA calculation. Students must have financial need to qualify for the Federal Work Study program.***
- The Federal government provides Cedarville an allotted amount of money for the program. Seven percent of the budgeted funds must be spent on community service work.
- More information about the Federal Work Study Program may be found on our Financial Aid website.

# Federal Work Study Tutoring

## **Students must be Federal Work Study eligible**

- The Federal Government pays 100% of wages through Federal Work Study
- Students must complete the FAFSA to determine eligibility
- *Contact Financial Aid about eligibility*

## **Tutoring at Cedarville Elementary, Middle School and High School:**

- Students will work one-on-one, weekly, with assigned student(s) in Reading, Math, and other subjects.
- Typically, thirty-minute sessions with a student.
- Average total number of hours per week: 3

# Federal Work Study

## Tutoring

- **Majors: Education as well as other majors**
  - H.S. needs all subject areas including Math, Language Arts, Science, Physics, Chemistry, Calculus
- **A semester-long commitment is required**
  - Tutored students need continuity.
  - If you discontinue an assignment, students will be without a tutor .
- **Application Process**
  - *Please contact the Financial Aid Office*
  - Must have Federal Work Study eligibility.
  - School Administrator will conduct interview. If hired, a background check is required.

# Federal Work Study - FAQs

- **May I work *without* Federal Work Study?**
  - **Yes. Campus-based jobs are available to regular student workers.**
- **Do I pay taxes on Federal Work Study?**
  - Yes. Federal, state, and local taxes will be withheld according to regulatory guidelines and students receive a W-2 required for tax filing.
- **How will I get paid?**
  - Students are paid via direct-deposit to their checking account. The student decides how they spend their FWS wages to cover college-related expenses.
- **May I apply Federal Work Study to my student account?**
  - **No.** Funds are paid through direct deposit to student's designated bank account.

# Federal Work Study - FAQs

- What are the benefits of Federal Work Study to me?
  - FWS provides funding for jobs for students
  - The FAFSA allows you to list FWS wages to reduce the amount of student income considered in Expected Family Contribution (EFC) calculation.
- **Are some campus jobs *only* open to Federal Work Study students?**
  - **Generally, all campus-based jobs are open to all students regardless of FWS status.**
  - Tutoring positions at local public schools are the only **FWS-only** positions.
- **Are all campus jobs eligible for Federal Work study?**
  - **No.** Resident Advisors and ministry-related (religious) activities cannot be paid through FWS funds.



# Federal Work Study - FAQs

- Is there a maximum amount I can earn through FWS?
  - Yes. Most students are awarded a maximum of **\$2350 each year**.
- What happens when I reach the end of my FWS award amount?
  - When you have earned the maximum awarded amount of FWS wages for campus-based jobs, we will **switch your wages to be paid as a regular student worker** in your position.
  - Regular student workers have 100% of their wages paid by the University.
  - Tutors at the local public schools need to contact the Financial Aid Office if they believe they have reached the maximum amount awarded in FWS.

# Student Employment Office

- Contact us at [cuhired@cedarville.edu](mailto:cuhired@cedarville.edu)
- Visit our website: [www.cedarville.edu/studentemployment](http://www.cedarville.edu/studentemployment)
- Our location: Lower level of Founders Hall, Weekdays, 1:00 – 4:00 p.m.
- The Student Employment Office assists students with general questions about Student Employment and new hire paperwork.

# Payroll Office

- Contact us at [payroll@cedarville.edu](mailto:payroll@cedarville.edu)
- Visit our website: [www.cedarville.edu/payroll](http://www.cedarville.edu/payroll)
- Our location: Lower level of Founders Hall
- Payroll assists students with questions about their paycheck, direct deposit, tax withholding forms and year-end tax forms.

# Financial Aid Office

- Contact us at [finaid@cedarville.edu](mailto:finaid@cedarville.edu)
- Visit our website: [www.cedarville.edu/finaid](http://www.cedarville.edu/finaid)
- Our location: Lower level of Stevens Student Center Room 180
- The Financial Aid Office assists students with questions about the Financial Work Study Program, including eligibility inquiries and tutoring applications.

# Pioneer Food Services

- Contact [howarth@cedarville.edu](mailto:howarth@cedarville.edu), Pioneer Food Services, Service Manager
- Visit our website: [www.cedarville.edu/DiningHall](http://www.cedarville.edu/DiningHall)
- Our location: Upper level of Stevens Student Center, Dining Hall
- Pioneer Food Services assists students with securing employment in the campus dining hall.

# Career Services

- Contact us at [career@cedarville.edu](mailto:career@cedarville.edu)
- Visit our website: [www.cedarville.edu/careerservices](http://www.cedarville.edu/careerservices)
- Our location: Upper level of Stevens Student Center Room 210
- Career Services assists students with career placement after college, some internships, and PT off-campus job opportunities during college.