



Campus Student Employment Form

(First-time Work Study Students Only)

Sweet Briar, Virginia 24595 • (800) 381-6156 • Fax: (434) 381-6450 • financialaid@sbc.edu • sbc.edu

ALL SECTIONS REQUIRE COMPLETION, UNLESS NOTED.

IDENTIFICATION

Student's name _____ Social Security no. _____
Last First M.I.

Email _____ Box # _____ Extension #/Cell Phone _____ Class Year _____

PREVIOUS CAMPUS WORK

Have you previously been employed in a Sweet Briar campus job? Yes No

If you checked "no," you will be required to complete an I-9 and present original ID before you begin work.

JOB PREFERENCES

Please list the departments in which you are interested in working in the coming school year. (See Student Employers section.)

1. _____
2. _____
3. _____
4. _____

Check here if a supervisor has made a spoken or written commitment to hire you for the coming school year and provide the information below.

Department/office	Job Title	Supervisor's name	Pay rate
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATION

I agree to perform my job in a mature and responsible manner and to comply with the instructions of my supervisor and the policies and procedures set forth in the Campus Employment handbook. I understand that my paychecks may be funded partly by the Federal Work- Study program.

I HAVE READ AND UNDERSTAND THE GENERAL POLICIES AND ALL PROCEDURES LOCATED ON THE BACK OF THIS FORM.

I UNDERSTAND THAT COMPLETING THIS FORM DOES NOT GUARANTEE ME A CAMPUS JOB.

Signature _____ Date ____/____/____

Return only this page to the Financial Aid Office, located on the third floor of Prothro Hall.

WORKER CLASSIFICATION

The following list is provided as reference information so that you understand the general guidelines supervisors use in categorizing worker positions in the student campus system.

Worker Classification	General Work Requirements	Examples of Jobs	Base Pay Rate
Class I	Requires little or no work experience. May require light typing or data entry. Includes all jobs where guarding and general clerical work are performed.	Gallery or Museum Guard FAC Building Supervisor Dining Services Entry-level salary for Library	\$7.25 per hour <i>(Federal minimum wage as of July 24, 2009.)</i>
Class II	Requires experience and/or training. Works with little supervision. Makes some independent judgments.	Office worker Teaching Assistant Tutor Riding Center	\$7.60 per hour
Class III	Requires significant experience, training and/or achievement in academic course work. Works without supervision and makes independent judgments. May supervise others. May be responsible for a complete project or area.	Lab Worker Teaching Assistant Tutor Riding Center	\$8.10 per hour
Class IV	Special training or skills. Seasonal jobs may use this classification	Phonathon Riding Center Teaching Assistant	\$9.00 per hour

Campus Student Employment is located in the Human Resources Department in the lower level of Fletcher Hall. For more information please visit our website: sbc.edu/human-resources/student-job-openings

JOB SEARCH PROCEDURES

Completing and submitting the Campus Student Employment Form is the first step to securing campus student employment.

Students are required to secure their own campus jobs by applying to jobs listed on the CSE website or by directly and respectfully contacting the departments in which they want to work. By filling out the Job Preferences section of this form, supervisors will have advance knowledge of your interest. To assist students in the job search process, descriptions of all jobs are available on sbc.edu/human-resources/student-job-openings.

JUMP START YOUR JOB SEARCH

By completing this form, you have taken the first step to securing a campus job. For a successful campus job search, remember these quick tips:

DEVELOP A BASIC RESUME. If you need help getting started, contact Career Services.

READ YOUR EMAIL AND CHECK OUR WEBSITE. When a campus job opening is available, the first thing CSE will do is email all students. Additionally, if securing a job is high priority this year, bookmark the following link for quick reference: sbc.edu/human-resource/campus-student-employment

TAKE INITIATIVE AND ACT FAST! If you see a job you like, apply immediately. Many campus jobs are open until filled and most jobs fill quickly. Follow instructions for applying located within Job Opportunity postings which are attached to CSE emails and linked to sbc.edu/human-resources/student-job-openings.

GENERAL POLICIES AND PROCEDURES

Sweet Briar College participates in the Federal Work-Study Program (FWSP) and administers that and its own work program.

- Undergraduate students enrolled for at least half time (6.0 hours) are eligible for campus employment. Graduate and fifth (5th) year students must apply for employment through the Sweet Briar College Human Resources Department. All positions are part-time through the academic year. Students may work no more than 20 hours per week.
- All students are eligible to work on campus, but first priority for jobs is given to students who qualify for need-based assistance. These students are sent a campus student employment form to complete and return to the Financial Aid Office. All work-study eligible students are required to complete this form.
- All available campus positions are advertised through CSE. If you are having trouble obtaining a job once you have arrived on campus, please contact Campus Student Employment immediately.
- All students must show proof of US citizenship within three (3) working days of beginning employment. A list of documents necessary for verification of citizenship can be found at the U.S. Citizenship & Immigration Services website (www.uscis.gov/i-9-central).
- Students are paid biweekly for the hours they work. All students paid hourly are required to report their time by Web Entry and have it approved by their supervisor biweekly. Students paid by stipend will need to consult their supervisor. It is an Honor Code violation to not report worked hours or to misreport hours in any way. Direct Deposit is available through the College and recommended to all working students.
- Before you arrive on campus, you will begin receiving emails from Campus Student Employment (CSE) with the subject line: NEW JOB POSTINGS. Review this email and its attachments for job descriptions and instructions on applying.
- During the week of orientation students should attend Campus Student Employment Workshops or meet one-on-one with the coordinator. The coordinator will provide the student with federal and state forms that must be completed within three (3) working days of employment.
- While it is our hope that students will secure the job of their choice, competition for particular jobs often does not permit this during a student's first year. Creating a relationship with the department of choice or having on-campus references is often vital to landing the "dream campus job." Be open to working outside of your preferred department and remember that all work experience is valuable.
- More information can be found the Campus Student Employment Handbook located on the Campus Student Employment website. All students are asked to review this information before they begin work.

STUDENT EMPLOYERS

The following is provided as a reference for you in listing your job preferences on the Campus Student Employment Form. It is a list of academic departments and administrative offices which employed students during the 2015-2016 school year and job duties therein. Visit sbc.edu/human-resources/campus-student-employment for full job descriptions and open positions.

- **Academic Computing and Technology:** Software training, laboratory maintenance, clerical, media equipment set up and operation.
- **Academic Resource Center:** Clerical, tutoring
- **Admissions Office:** Mailing, giving campus tours to prospective students, telephoning prospective students, assisting Admissions Counselors as needed.
- **Alumnae/Development Office:** Clerical, telephoning prospective donors (telemarketing)
- **Anthropology and Archaeology Department:** Clerical and research work
- **Art Gallery:** Clerical, framing, graphic design, guarding, research
- **Biology Department:** Clerical, laboratory maintenance. Teaching assistant
- **Book Shop:** Manning cash register, stocking shelves, customer service
- **Business Office:** Clerical
- **Business Management:** Tutor, clerical
- **Career Services Center:** Clerical, events planning, web site maintenance, graphic design
- **Chaplain's Office:** Clerical, small group leader
- **Chemistry Department:** Clerical, laboratory maintenance, tutor
- **Classics, Philosophy and Religion:** clerical, website maintenance, tutor
- **Co-Curricular Life:** Clerical
- **Computer Services:** Help desk receptionist, assist with network set-up and trouble shooting
- **Dining Hall/Houston Bistro:** Cashier, food service
- **Economics Department:** Clerical, research, tutor
- **Education Department:** Clerical, research, tutor
- **English Department:** Clerical, research, tutor
- **Environmental Studies Department:** Clerical, research, tutor, teaching assistant
- **Financial Aid Office:** Clerical, customer service, data input
- **Government and International Affairs Department:** Clerical, research, tutor
- **History Department:** Clerical, research, tutor
- **International Studies:** Van driver, clerical
- **JYF in Paris Office:** Clerical
- **JYS in Seville Office:** Clerical
- **Library:** Book preservation, customer service, image scanning, records management, website maintenance
- **Mathematical Sciences Department:** Clerical, tutor
- **Media, Marketing and Communications:** Clerical, desktop publishing, maintaining data bases, photography, website design, writing news releases, videotaping
- **Modern Language Department:** Clerical, language laboratory work, tutor
- **Museum:** Curatorial, guarding, research, website maintenance, conservation tasks
- **Outdoor Program:** Event planning, marketing/advertising, clerical, website maintenance, instructor, trip manager
- **Physical Education Department:** Athletic training assistants, guarding facilities, event staff, life-guarding
- **Physics and Engineering Department:** Clerical, research, tutor, teaching assistant
- **President's Office:** Clerical
- **Psychology Department:** Clerical, research, tutor
- **Residence Life (student housing) Office:** Clerical, programming, Resident Advisors
- **Riding (equestrian) Center:** Clerical, maintenance, horse care
- **Sociology Department:** Clerical, research, tutor
- **Student Involvement and Planning:** Clerical, marketing/advertising, event planning, shuttle driver
- **Studio Art Department:** Teaching assistant, modeling
- **Theatre Arts Department:** Clerical, stage set-up and preparation
- **Theatre Box Office:** Operate box office, usher, clerical