



Earlham
COLLEGE

2024-2025

STUDENT EMPLOYMENT



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WHAT IS STUDENT EMPLOYMENT?

1.

Student Employment is a way for college students to earn money through college sanctioned employment opportunities. There are multiple different employment options within a variety of programs including both on- and off-campus positions. Some positions are only open to students with certain financial aid statuses. Student Employment at Earlham is limited to 10 hours per week and may or may not relate to the students chosen field of study. All Student Employment positions are posted and applied for on the Handshake platform, a job search website provided to all Earlham Students and alumni. Click [here](#) to login to Handshake!

Types of Student Employment:

- On-Campus Standard Student Jobs
- On-Campus Work Study Jobs
- Off-Campus Work Study Jobs
- International Work Award Jobs
- Summer and Holiday Campus Jobs

This guide will give an overview of the Student Employment process as well as provide helpful tips for creating positions and hiring for your department or organizations needs!

2.

ON-CAMPUS STUDENT EMPLOYMENT

Earlham offers a variety of different employment positions throughout the college's different departments. There are a few different kinds of on-campus student employment. Priority in student employment goes to students in the Work-Study program. Students eligibility for work-study is dependent on their financial aid status. In addition to work-study, there are also "Work Awards" for International Students dependent on their financial aid status.

In typical years the majority of positions and students working on campus were doing so through the work-study program, however in the years since COVID, more lenience has been made to allow a greater number of students to secure on-campus employment. Your Department, in its budget discussions about adding student employment positions, should take note that a move returning to the pre-COVID ways of student employment is coming soon. This means only some employers may be able to offer positions to non work-study or work-award students. For work-study positions, Earlham receives a reimbursement of up to 75% of a students pay from the Federal Government.

ON-CAMPUS HIRING INSTRUCTIONS

3.

1. Prior to your budget due date in the Spring, your department must meet to decide if new student employment opportunities are needed. If yes, be sure to include these positions in your annual budget. Remember that student employees can work a maximum of 10 hours per week and the standard hourly rate is currently set at \$9 an hour. In typical years, if your department's budget did not have line (9009), you were unable to hire non-award students. However, this requirement has been waived since the start of COVID. Please keep in mind that this requirement will be returning in the near future, meaning if your budget does not include line (9009) you will be ineligible to hire students that are not a part of the work-study program.

2. Once your budget has been approved, it is time to create a job description(s) for your new position(s). Please refer to the Job Description template to ensure your job posting includes all of the necessary information.

4.

3. All jobs for Earlham student employment are posted on the Handshake platform, which all students have access to. Please refer to the Handshake posting guide for more details on how to post your position. If you do not have a Handshake account please reach out to our team at studentemployment@earlham.edu to get started.

4. Once you have posted your job and received applicants please select which students you would like to interview. Please be sure to decline any applicants who you do not want to interview. This will help prevent a backlog of pending applications.

5. Once you have interviewed and selected a student employee, you must fill out and send the New Hire/Termination Form to Kim Evans at Evanski@earlham.edu. This form can be found at <https://hr.earlham.edu/student-employment/#for-supervisors>. If the student employee has already worked Student Employment in the past, please send the New Hire/Termination Form to Mandy Roell at Roellma@earlham.edu instead.

6. The Student will conduct onboarding with Human Resources, this is their official hire date. Once this is complete HR will contact you to confirm the student is ready to work. The student **CANNOT** begin work until they have completed their onboarding and you have been notified that they are cleared to work.

7. Once you have been notified of your student employee being cleared to work, get in touch with them to create their work schedule. Remember, student employees can only work up to 10 hours a week. Only during Winter Break, Spring Break, and during the Summer can students work up to 40 hours per week.

8. You are responsible for approving your student employee's time clock in Paycom. Please be sure to do this every day to ensure the student's hours are correct day-to-day, and no issues arise down the road. If you are unsure how to approve the time clock in Paycom, send HR and email at hr@earlham.edu.

6.

OFF-CAMPUS WORK-STUDY JOBS

Earlham is proud to partner with local organizations in Richmond and Wayne County to offer Off-Campus Work-Study Positions. Just like On-Campus Work-Study, these positions are only available for those who qualify for FWS through their Financial Aid status. Off-Campus Work-Study is always based around service of the community in some way. If you are a local organization and qualify for partnership in the Off-Campus Work-Study Program, we would love to have you join us in providing important work experience for our students!

For an organization to partner with Earlham for Work-Study positions they must be located in the Richmond area as well as be a federal, state, or local public agency, or a public or private non-profit organization with a 501c3 tax designation.

75% of a work-study student employee's pay comes from Federal funding, meaning you the employer are only responsible for 25% of their pay! This is a great way to take on extra help without a large financial burden to do so!

WHY SHOULD MY ORGANIZATION PARTICIPATE?

7.

If you are running a nonprofit organization in our community you may be wondering “Why should I partner with Earlham’s student employment program?” The good news is there are some great reasons why you as a community member and nonprofit organization should consider partnering with us! Not only are there benefits for your organization but also for our community as a whole!

The number one reason why you should consider partnering with Earlham for student employment is that it gives you an opportunity to take on additional help at your organization for very little to no cost at all to you! With the Federal work-study program, the government covers 75% of the students pay, meaning you are only responsible for 25%! Student employees are limited to 10 hours per week and \$9 an hour. That means the MAXIMUM your organization might need to pay for student employment is only \$22.50 PER WEEK! If your organization seeks tutors, you may be eligible to take on a student employee for ZERO cost to you! If you typically rely on volunteers to help your organization but struggle to find folks to serve, being able to offer a small amount of compensation will go a long way to ensuring your organization can serve the community to its fullest capacity!

8.

The second great reason you have for partnering with Earlham for student employment is the opportunity to give students real-world experience in a variety of fields! Need a student to handle a little bit of social media work each week? No problem! Earlham has many talented graphic artists and savvy tech users that can help serve your organization! Looking for bright individuals to help plan community service projects to provide important resources to the community? We can help you connect to individuals capable of meeting those needs! And again, the cost is incredibly low for your organization! If you do decide to partner with us for student employment, we encourage you to think creatively about what kinds of roles students could fill in your organization! The experience these students gain working alongside you will go a long way of ensuring they are strong, compassionate, and capable citizens when it is time for them to enter the workforce full time!

What If I Can't Handle This?

Our team understands that some organizations do not have the capacity to handle posting jobs and managing those ads. If your organization or agency does not have the capability please contact Richmka@earlham.edu to talk about potential other options! We want to do everything we can to serve you and our students!

OFF-CAMPUS HIRING INSTRUCTIONS

9.

1. If you believe your organization qualifies for a work-study position and are interested in hiring a student employee contact our team at studentemployment@earlham.edu to confirm that your position meets the proper criteria.

2. If your organization does indeed qualify for a work-study partnership, you will receive a Memorandum of Understanding from Earlham. Please sign and return the MOU as soon as you can.

3. Once you have been approved for a work-study position and have returned the MOU, you are cleared to begin creating your job description. Please use the provided Earlham job description template to ensure all required information is included in your job posting.

10.

4. Student employment opportunities are posted on the Handshake platform, which all students have access to. Please refer to the Handshake posting guide for more details. If you do not have a Handshake account you can create one at https://app.joinhandshake.com/employer_registrations/new

5. Once you have posted your job and received applicants please select which students you would like to interview. Please be sure to decline any applicants who you do not want to interview. This will help prevent a backlog of pending applications.

6. Once you have interviewed and selected a student employee, you must fill out and send the New Hire/Termination Form to Kim Evans at Evanski@earlham.edu. This form can be found at <https://hr.earlham.edu/student-employment/#for-supervisors>. If the student Employee has already worked Student Employment in the past, please send the New Hire/Termination Form to Mandy Roell at Roellma@earlham.edu instead.

7. The Student will conduct onboarding with Human Resources. The day they do this will be their official hire date. Once this is complete HR will contact you to confirm the student is ready to work. Student CANNOT begin work until they have completed their onboarding and you have been notified that they are cleared to work.

8. Once you have been notified of your student employee being cleared to work, get in touch with them to create their work schedule. Remember, student employees can only work up to 10 hours per week.

9. You are responsible for approving your student employee's timesheet and sending it back to Earlham. The student will have a paper timesheet that they need to fill out daily. Every two weeks, this timesheet must be approved by you and sent to Pat Houser at Housepa@earlham.edu.

12.

HOW TO POST A JOB ON HANDSHAKE

1. Create Job

Log into Handshake at <https://app.joinhandshake.com/> and select “Create Job” on the home dashboard.

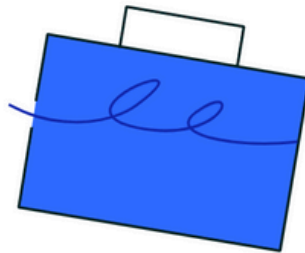
Create job

Register for fair

Create event

Create post

Open home feed



No active jobs, upcoming events or career fairs

Looking to hire? [Create a job](#) to get in front of candidates and kick-start school partnerships.

2. Basic Information

You will now be prompted to set up your job description. You can go ahead and copy and paste your job description you made using the Earlham job description template.

Basic information

Job description

[Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

B *I* U **:=** **;-** @ *ℱ*

Test

Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

3. Position Details

On this page you will put in your Position Name and then select “On Campus Student Employment” and if your position is for work-study and work award select “Work-Study program.” If your position is only for work-study and not work award, please be sure to note that in your description. Even though your position may not be on-campus, it will help to keep all our positions in one place.

Position details

Job title

Tips for good job titles:

- ✓ Spell out words instead of using abbreviations (“Senior” instead of “Sr”).
- ✓ Avoid using all caps.
- ✓ Avoid numbers or special characters.
- ✓ Keep it concise at 2-5 words.

Position type

- Job
 Internship
 On Campus Student Employment
 Other
- Work-Study program

4. Location Requirements

On this page select “Onsite” then input the address for your job.

Location requirements

Where should candidates expect to work?



Onsite

Employee works in person from a specific location.



Remote

Employee works from home.



Hybrid

Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Job is located at residential address

5. Time Requirement

Next you will input the time requirements of the position. All student employment positions during the school year at Earlham are part time and have a maximum of ten hours per week. Make sure you select “Temporary or seasonal” and input your start and end date for the position.

Time requirements

How much should candidates expect to work?

Full time
30 hours per week or more

Part time
Less than 30 hours per week

Hours (optional)

hours per

Employment duration

Permanent

Temporary or seasonal

Estimated start date

Estimated end date

6. Compensation and Benefits

On the next page you will input the pay for the position. Select “Exact Amount” and then input \$9, the current standard rate for Earlham student employment positions. You can leave the rest of this page blank

Compensation and benefits

What should candidates expect to earn?

Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range	Custom range	Exact amount	Unpaid
Rate	Amount	Currency	
Per hour <input type="checkbox"/>	<input type="text" value="9.00"/>	<input type="text" value="USD"/>	

7. Categorize Your Job

You will now be prompted to set up your job description. You can go ahead and copy and paste your job description you made using the Earlham job description template.

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more or request a new job role group.](#)



Tutors

8. Candidate Qualifications

Next you will input the time requirements of the position. All student employment positions during the school year at Earlham are part time and have a maximum of ten hours per week. Make sure you select “Temporary or seasonal” and input your start and end date for the position.

Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

What you're looking for

Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

Skills

School year (optional)

Freshman

Sophomore

Junior

Senior

Masters

Masters of Business Administration

Doctorate

Postdoctoral Studies

Certificate Program

First Year Community / Technical College

Second Year Community / Technical College

Alumni

Latest graduation date (optional)

Month

Year

Major groups (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school.](#)

Minimum GPA (optional)

Only include if your job has specific requirements.

9. Choose Schools

On this page it is important that you get your position posted to Earlham's page!

Choose schools

Where would you like to post your job?

Post to specific schools

Choose from schools where you have permission to post Work-Study jobs. [View permissions.](#)



10. Application Process

On this page you need to set up your application period. Remember, if your position is open to Freshmen, please wait to post your position until after New Student Orientation in mid-late August. This will give all students a fair opportunity to apply for your position. If you are hiring for multiple positions, you can also input that on this page. Click "On Handshake" for submitting applications and ensure "Resume" is selected. We require all students to apply with a resume, however any other materials like a cover letter are up to you.

Application process

What's the application window and process?

Application open date



Application close date



Number of hires

This will not show up to candidates.

How will candidates submit applications?



On Handshake

Keep all your applications in one place.



On a separate website

Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

 Handshake profile

 Resume

 Cover letter

 Transcript

 Other

11. Your Hiring Team

On this page you will input who will be responsible for managing this posting. There are a few different options to select like the ability for candidates to contact you about the job. You can also set up email settings and add other team members to be able to view the job posting.

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Job owner



Hiring Manager

[Add profile photo](#)

[Remove](#)

Messaging availability

Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

Feature Hiring Manager as available for candidate messages

Email settings

Send summary email once application period closes

Send email when a candidate who meets qualifications applies

Send email when a candidate applies

Hiring team members (optional)

[Invite new teammate](#)

Choose team member



12. One Last Check

On this last page it's time to review your posting and ensure everything is ready to go! Once you have reviewed your posting and you are ready to submit, click "Post Job" and you are all set!

19.

All Done!

Congratulations, you are on your way to getting a student employee on your team! If you have any other questions about Handshake or the student employment process, please contact our team at studentemployment@earlham.edu.

What If We Can't Handle This?

If your organization or agency does not have the capacity to handle posting and maintaining a job ad, please contact studentemployment@earlham.edu to talk about potential other options!

