



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 employment options within various 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 student's 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 log in 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 securing and maintaining employment during your time at Earlham.

2.

ON-CAMPUS STANDARD STUDENT JOBS

Earlham offers a variety of different employment positions throughout the college's different departments. On Handshake, you will see positions in the Wellness Center, Math Department, Science Departments, Admissions, Student Life, Language Departments, Environmental Studies Departments, Social Studies Departments, Fine Arts, and more. You don't need to have a career interest in a certain department to apply for one of their positions! Take your time as you browse different positions on Handshake and apply for the ones you feel best suit your interests and work style!

All standard on-campus student jobs are open to any domestic students at Earlham! When applying for jobs, make sure to confirm they are standard positions and not designated for work-study!

Be sure to refer to the Student Employment Job Acquisition Guide on page 7 of this packet for more details and tips on applying for and securing a job on campus!

ON-CAMPUS WORK-STUDY JOBS

3.

What is Work-Study?

Federal Work-Study (FWS) is a type of student employment offered to students based on their financial aid status. The work-study program is funded in part by the Federal Government. These positions are typically reserved for these students and are more service focused. Our on-campus work-study positions typically take precedence over standard on-campus positions as they are need-based.

How Do I Know if I'm Eligible?

If you are unsure of your work-study eligibility, you can reach out to finaid@earlham.edu to find out what positions you are eligible for!

Applying for Work-Study positions is exactly like applying for standard student jobs! Just browse Handshake and use the "Work-Study" filter! Follow the guide later on in this packet for more details on securing a work-study position!

4.

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 usually based around service of the community in some way. Previous partners have included organizations such as the Richmond Friends School, Girls Inc., Richmond Parks and Recreation, Boys and Girls Club of Wayne County, and more!

For an outside 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.

Typical off-campus work-study positions include classroom assistants, tutors, civic educators, civic engagement workers, disability aides, caretakers, and more.

INTERNATIONAL WORK AWARD JOBS

5.

As with work-study, some international students are eligible for international work awards dependent on their financial aid status. Work awards allow these international students to apply for and secure jobs on-campus that they otherwise would not be eligible for. International students wondering about their work award status should refer to their I-20 Form, contact their international advisor, or contact Earlham Financial Aid at finaid@earlham.edu.

International work awards can only be used for positions on Earlham's campus. This means unlike the work-study program for domestic students, International Students cannot work with outside partner organizations.

Even though international students cannot work off-campus, there are still ample opportunities for employment at Earlham. Be sure to check Handshake regularly for new job postings that interest you! There is no work award filter on Handshake so use the "Work-Study" filter to find jobs that you are eligible for!

6.

SUMMER AND HOLIDAY CAMPUS JOBS

Just because school is out of session that doesn't mean there isn't work to be done on campus! Students living in the Richmond area can work campus jobs throughout the Summer and Holiday breaks. Typical jobs throughout the summer include positions in the Wellness Center, Campus Services Center, Student Life, Admissions, and more. Some positions will be posted specifically for the Summer session, while others may simply be continuations of existing positions.

Unlike the 10 hour per week restriction during the school year, domestic student employees during the Summer and Holiday breaks can work up to 40 hours per week! International work-award students are still limited to 10 hours per week during school breaks.

If you are interested in work during school breaks, be sure to check Handshake for open positions! If you already have a student employment position, talk to your supervisor about the possibility of working during a summer or holiday break!

JOB ACQUISITION GUIDE

7.

- 1.** Begin creating a resume/update your resume.



Get in touch with the Center for Career Education for tips on building a resume!

- 2.** Login to Handshake using your Earlham credentials.



Upload your new resume to your account!

- 3.** Browse open positions on Handshake.



Use location settings and filters to ensure you are only finding positions that are applicable for you!

8.

4. Apply to jobs you are interested in!



5. A Hiring Manager will reach out via Handshake or email to schedule an interview if they are interested in you.



Check with the Center for Career Ed for tips on interviewing! Be sure to check both your email and Handshake often for updates!

6. Interview for the position!



Send a thank you note after the interview!

7. The Hiring Manager will reach out to let you know if you have been chosen or not.



Supervisor will send “New Hire/Termination Form” to HR at least one week before start date.

8. Wait for an email from Kim Evans at Evanski@earlham.edu to set up onboarding appointment with HR.



9.

You CANNOT begin work until onboarding with HR is completed!

9. Attend onboarding appointment at the HR Office on campus!



Please refer to the Onboarding Checklist to ensure you bring all of the required paperwork!

10. Once onboarding is complete, HR will contact your Supervisor to confirm you are cleared to work.



HR and Payroll processing may take a few days. Please be patient!

10.

- 11.** Once your Supervisor has been notified of your being cleared to work, they will reach out to set up your work schedule!



Check in with the Center for Career Ed for tips on appropriate dress for your specific position!

Questions? Contact
studentemployment@earlham.edu
for help through the student
employment process!

ONBOARDING CHECKLIST: DOMESTIC STUDENTS

11.

1. Once New Hire/Termination Form has been sent to HR by your employer it will be time to schedule your onboarding appointment. You **CANNOT** begin work until this appointment has been completed and you have been cleared to work. You will receive an email from Kim Evans at Evanski@earlham.edu to schedule your appointment. If you do not receive an email from Kim, check in with your supervisor to ensure they have submitted the New Hire/Termination Form.

2. Your onboarding appointment will take place at the Human Resources Office at the northeast corner of campus next door to the Public Safety Office.

3. At your appointment it is very important you bring all of the necessary documentation. Without the right information onboarding will not be able to be completed.

12.

Below is the list of information and documentation you **MUST** bring to your appointment:

- **Earlham Student ID**
- **Direct Deposit Banking Information**
 - Please bring a voided check or Bank Direct Deposit Form (Debit Card information not accepted)
- **Valid Form I9 Identification Documents:**
 - One Item from List A:
OR
 - One Item from List B AND One Item from List C

For the list of acceptable Form I9 documents visit:

<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

4. Once onboarding is complete, HR will notify you and your supervisor when you are cleared to work. This may take a few days, so please be patient. Remember you **CANNOT** begin work until your onboarding is complete and you have been notified by HR that you are cleared to begin working.

ONBOARDING CHECKLIST: INTERNATIONAL STUDENTS

13.

1. Once your employer sends the New Hire/Termination Form to HR, it will be time to schedule your onboarding appointment. You **CANNOT** begin work until this appointment has been completed and you have been cleared to work. You will receive an email from Kim Evans at Evanski@earlham.edu to schedule your appointment. If you do not receive an email from Kim, check in with your supervisor to ensure they have submitted the New Hire/Termination Form.

2. Prior to your onboarding appointment be sure to setup your Sprintax account via the Sprintax website. Your international student advisor should provide additional information on getting setup.

3. Your onboarding appointment will take place at the Human Resources Office at the northeast corner of campus next door to the Public Safety Office.

4. At your appointment it is very important you bring all of the necessary documentation. Without the right information onboarding will not be able to be completed.

Below is the list of information and documentation you **MUST** bring to your appointment:

- **Earlham Student ID**
- **Direct Deposit Banking Information**
 - Please bring a voided check or Bank Direct Deposit Form (Debit Card information not accepted)
- **Visa and Passport**
- **Social Security Card or Social Security Receipt**
- **I-20 Form**
- **I-94 Form**
- **Sprintax Login Information**
 - Make sure your valid social security number has been updated in your account.

5. Once onboarding is complete, HR will notify you and your Supervisor when you are cleared to work. This may take a few days, so please be patient. Remember you **CANNOT** begin work until your onboarding is complete and you have been notified by HR that you are cleared to begin working.

**Questions? Contact
studentemployment@earlham.edu
for help through the student
employment process!**

Once you have secured student employment, it is very important to understand how to maintain your position and thrive in the workplace. Whether it be a position with Earlham or with an outside organization, you must keep up with all facets of your position in a professional and organized manner. Read through the guide below to learn tips on being a strong student employee!

1. Once you have received the “Cleared to Work” message from HR, be proactive and reach out to your supervisor to get your work schedule. demonstrate your excitement to get started!

2. Before your first day of work, stop by the Center for Career Education to discuss appropriate work attire for your position!

3. The general rule of thumb in the work world is that arriving to work 5-10 minutes early means you are on time. Arriving right when you are supposed to begin means you are late! Make sure you give yourself enough time to arrive and prepare yourself for your work shift! This approach will benefit you throughout your entire career.

4. While classes are in session, all student employee positions are limited to 10 hours per week. If your supervisor ever requires you to work more than that amount, reach out to the HR office at hr@earlham.edu.

5. Timely submission of your hours is crucial to ensuring you get paid the proper amount. You have the responsibility to keep track of your hours and log them EVERY DAY in Paycom! Check the next page for specific instructions on logging and submitting your hours worked!

18.

For Earlham Student Employees:

You will log your hours DAILY through Paycom. HR will set you up with an account and explain how to do this during your onboarding appointment. If you are ever confused about this process, reach out to HR@earlham.edu for help.

For Off-Campus Student Employees:

You will log your hours daily on a paper timesheet which you will turn into your supervisor to approve and send to HR.

6. If you work an off-campus work study position always remember that you are an ambassador of Earlham and the student population. Your work punctuality, attitude, and behavior will influence what community members believe about you, our school, and your classmates!

