CAMPUS
Employment

A GUIDE TO
ON-CAMPUS
STUDENT WORK

The Human Resources Office is designed to assist you in your job search on campus. The HR Office will provide you with a centralized place to find job information for all campus and community service work-study jobs.

The HR Office...
- refers you to available job openings
- refers supervisors to students seeking work
- refers students to temporary jobs
- answers your questions about student employment
- informs supervisors of student eligibility for College Work Study
- serves as the on-campus liaison for community service work-study students

Off-Campus Work
Information for off-campus jobs is available in the Office of Career Services on the 2nd floor of the Fletcher-Early Student Development Building, Contact Information is:

careerandcalling@asbury.edu
859.858.3511 ext. 2401
www.asbury.edu/career

Human Resources Office

Human Resources Office Staff

Glenn Hamilton
V.P. of Operations

Brenda Hilbert
Human Resources
Benefits & HR Specialist

Greta Durkovic
Human Resources Assistant
Campus Employment

Location

Hager Administration Building
2nd Floor, Rm. 2859) 858-3511, ext. 2240
Your student job at Asbury University is a career stepping-stone. You can broaden your experience and skills as well as establish good references for future placements. Yearly, Asbury University employs approximately 600 students in on-campus jobs.

**FAQs (Frequently Asked Questions)**

**How do I find a student job?**
- Fill out a Student Employment Information Sheet. You may get these applications from the HR Office or in your financial aid packet. This form is required for all students working on campus and is held in the HR Office for information purposes.
- Check the on-campus job postings. Please visit Asbury website at “Jobs at Asbury” and by checking your University e-mail.
- Visit the departments in which you are interested in working. Talk to the supervisors and let them know the hours you are available to work.
- If you are having trouble finding a campus job, stop by the Human Resources Office for help. We can give you some suggestions about where to look.

**How much do I get paid?**
- Most student workers are paid at minimum wage. Some student jobs are above minimum wage, depending on their job requirements.

**When do I get paid?**
Students are paid by direct deposit every two weeks. There is a list of pay dates can be found on the Human Resources web site. All students are required to sign up for direct deposit.

**Do my student wages get applied to my student account?**
- No. Payment can be made online with your debit card.

**What is College Work Study (CWS)?**
- Federal College Work Study is awarded to eligible students by the Financial Aid Office. Your financial need determines your eligibility.
- Departments are asked to give preference to CWS students in the hiring process if possible.
- CWS money is paid to you and is NOT applied to your bill directly.
- CWS jobs are not guaranteed. However, the HR Office can assist you in finding a job.

**Am I eligible for student employment?**
- You are eligible to be a student worker the academic term immediately prior to enrollment through the term immediately following enrollment.

*IMPORTANT*
You MUST present a picture ID and citizenship/work eligibility verification (birth certificate or social security card) or a passport in order to be hired for any campus job.

After you are hired in a campus job, visit the Human Resources Office with the documents listed above to fill out your tax (W-4, K-4) and employment eligibility (I-9) forms. You CANNOT begin working until these forms are filled out. Student wages are subject to both federal and state income tax.

**INTERNATIONAL STUDENTS**
- International students must obtain a Social Security number in order to work on campus. Esther Jadhav, Coordinator of Intercultural Programs (ext. 2314), will assist students in acquiring a number.
- International students may only work the term following enrollment if they are attending a U.S. graduate institution the following semester.

**JOB OVERVIEW**
These are examples of jobs that may be available on campus. For a complete listing of student jobs and their descriptions, visit the HR Office.
- Admissions Ambassador
- Bookstores Sales Clerk
- Cafeteria ID Scanner
- Cafeteria Servers
- Clerical/Office Assistant
- College Post Office Clerk
- Computer Lab Monitor
- Custodian
- Dishwashers
- Internet Publisher
- Intramural Referee
- Lab Assistant
- Lifeguard
- Receptionist
- Resident Assistant
- Sound Technician
- Student Accompanist
- Student Athletic Trainer
- Student Driver
- Student Grader
- Tutor

We look forward to helping you in your on-campus job search!