

STUDENT EMPLOYMENT OFFICE
Mount Holyoke College, Career Development Center
50 College Street
South Hadley, MA 01075
Tel: 413-538-2080 Fax: 413-538-2081
<http://www.mtholyoke.edu/offices/cdc/index.shtml>

Dear New Student:

Welcome Class of 2012, transfer students, and Frances Perkins students! The Student Employment Office (SEO) coordinates the student employment program on campus, administers the Community Service Federal Work Study Program, and maintains the Off-Campus and On and Off-Campus Spot Jobs listings.

Everything you need to know about Student Employment can be found in *The Student Guide to Undergraduate Employment* published on our web site at:

http://www.mtholyoke.edu/offices/cdc/assets/CDC/student_manual.pdf. Please read the *Guide* to acquaint yourself with student employment policies and procedures.

Financial Aid Students

All first-year students who have been awarded an on-campus job as part of their financial aid package are required to work a minimum of three hours in Dining Services for the first year. This gives you the opportunity to meet more students, as well as the chance to work in a variety of jobs by rotating through the different positions. Dining Services has a variety of shifts available so you will be able to arrange your work shifts to best fit your academic and co-curricular schedule. You will be reporting to a Dining Services Student Manager, who will schedule your hours and process your time cards. The student wage rate for Dining Services is **\$8.00** per hour. If a first-year work-study student wishes to seek **additional** employment in another department, she must obtain approval from her Dining Services Manager.

There will be two (2) mandatory Dining Services Orientation meetings held after your arrival on campus. Those meetings are scheduled for Monday, September 1st from 3:00 p.m.—4:30 p.m. in Hooker Auditorium and Tuesday, September 2nd from 10:45 a.m.—12:15 in an assigned dining location. Shifts and schedules will be given out at this time. Further information can be found in your orientation packet when you arrive. These meetings are in addition to the required meeting to fill out federal and state employment forms - see information below for all students planning to work on campus. You will be expected to begin your employment with Dining Services the day after the orientation.

If you decide to decline your campus work award, please notify the Office of Student Financial Services (Financial Aid) in writing as soon as possible. (Student Financial Services, Mount Holyoke College, 16 Skinner Hall, South Hadley, MA 01075, tel 413-538-2291, fax 413-538-2512.) **Students who decline their work study in order to increase their eligibility for loan funds will not be allowed to work on campus for the academic year.**

All Students Planning to Work on Campus

In order to work on campus, all students must complete the Federal tax (W4) form, the Massachusetts State tax (M4) form and the Federal Employment Eligibility Verification (I9) form. On Tuesday, September 2, 2008 from 9:00 a.m.—10:30 a.m., there will be a student work clearance meeting in Chapin Auditorium, Mary Woolley Hall. All students planning to work on

or off campus **are required** to attend this meeting. You will need to bring with you the required forms **completed in advance** of this meeting. You can access these forms on the Human Resources website at www.mtholyoke.edu/offices/hr/. Once on the website, in the left-hand margin, click on “Student Payroll” and then under the heading “Student Work Clearance”, click on “Work Clearance”.

The Federal Employment Eligibility Verification (I9) form requires that you present an **original valid form** of identification to your employer within three (3) business days of the date employment begins. The list of acceptable documents is found on the third page of the I9 form and you may choose which form of identification to present to the College. You may choose one document from List A **OR** you can choose one document from List B **AND** one from List C. You must bring with you the **original** identification **and** a **copy** of the identification to the work clearance meeting. During the meeting, the payroll staff will be verifying your identification and will be making sure that all the paperwork is completed properly. You should complete these forms even if you have not yet secured an on-campus job. If you do not complete these forms, you will not be able to work on campus. If you have questions regarding completion of the forms, you may contact the Payroll Office at tel 413-538-2503.

On Campus Employment

All on-campus job opportunities are posted on the **Student Employment database (JobX)**. You can access and search JobX by going to the Career Development Center’s website at <http://www.mtholyoke.edu/offices/cdc/index.shtml> or <https://seojobs.mtholyoke.edu> Please note that job opportunities specifically “reserved” for the Class of 2012 have been set up in addition to other jobs opportunities on campus.

If you are not receiving financial aid, you may not apply for an on-campus position before Thursday, September 18. Beginning on September 19, you may apply for any vacant position.

Maximum Work Hours

Employment at the college is designed so that work does not prevent you from meeting your academic responsibilities. A wide variety of positions are available to fit any schedule. **It is Mount Holyoke’s policy that any student should not work more than 8-10 hours per week during the fall and spring academic terms.**

Maximum Earnings Limit for Students Receiving Financial Assistance

All earnings between the start of classes in September through the end of classes in May count toward your financial aid maximum earnings limit, **except January** term when earnings are **not** counted; summer earnings are not included in your maximum earnings amount. If you are working off campus in a federally funded work study position, your earnings during January term **do** count towards your maximum earnings limit. **It is your responsibility to stay within your financial aid earnings limit.**

Questions

The *Student Guide to Undergraduate Employment* should answer most of your questions about student employment, but, if you have any questions or concerns, please don’t hesitate to call the appropriate office.