



## **STUDENT EMPLOYMENT PROGRAM**

### **FREQUENTLY ASKED QUESTIONS**

#### **Who gets a job?**

All undergraduate students may apply for student employment on campus; however, students with a “federal student employment award” as part of their financial aid package are given priority in the hiring process. There are a limited number of jobs (about 750) available on campus, fewer than the number of students with a student employment award so having this award does not guarantee a job. During the first two weeks of a semester, supervisors may only hire students with a student employment award (they may also rehire students to their department regardless of award). Beginning the third week of a semester, any student still without a job may apply for any position still unfilled.

The most common federal student employment award is \$2,300, which is equivalent to approximately 9 hours of work per week for 15 weeks each semester. The 2009 Oregon minimum wage is \$8.40 per hour.

#### **What jobs are available?**

Current job postings can be found on JobConnect. You can access JobConnect through MyGFU at [www.mygfu.georgefox.edu](http://www.mygfu.georgefox.edu) . When searching for jobs, select job type “Student Employee.” These postings can change frequently, so keep checking.

#### **How do I apply?**

Submit your completed Student Employment application directly to the department(s) with which you wish to apply. Applications are available on the George Fox Website:

<http://www.georgefox.edu/offices/hr/Studentemployment.html>

### **When will I find out what job I have?**

Hiring Supervisors will contact you directly to schedule an interview and let you know results. Just like any other job, the process is competitive, so feel free to follow up if you haven't heard back.

### **What if I don't like the job I am offered?**

You do not have to accept a job that is offered to you, and you are encouraged to apply for more than one position. However, you should be aware that the longer you go without a job, the longer you go without a paycheck. If you decline a position, there is no guarantee that a more desirable position will be available.

Once you accept a job and sign an offer letter, you are committed to that job for the remainder of the academic year. You are discouraged from changing jobs midyear. If you quit or if you are terminated, you may find it difficult to find student employment until the following academic year.

### **How am I paid?**

You will be paid on the 15<sup>th</sup> of each month. If you have direct deposit, your pay statement will be available for viewing or printing through MyGFU (Self Service / Payroll & Compensation / View Paycheck). If you don't have direct deposit, we will deliver your check to your campus mailbox. Wages are NOT automatically applied to your student account. However, if you wish to have a portion of your wages applied to your student account, please visit the Student Financial Services Office in the Stevens Center to make arrangements.

### **I still have questions!**

E-mail, call or come by Human Resources and ask for [Lisa Burton](#), x2183, [Melodee Powers](#), x2180 or [Tory Cole](#), x2184.