

Student Employment Work Study Guide

Many opportunities exist on the GSU Campus for student employment. This guide will assist you in navigating through the on-campus employment process.

Federal Work Study:

In order to apply for Federal Work Study jobs on the GSU Campus, you must have completed a FASFA Financial Aid form, designating that you wanted to participate in the Federal Work Study Program. If you are awarded Federal Work Study funds, you will receive an award letter which will be available on the MyGSU Portal. **You must provide a copy of your award letter to the hiring manager when you are interviewed.**

Once you confirm you are eligible to apply for Federal Work Study on-campus jobs, you can find job openings listed on the GSU Jobs for Jaguars website which is accessible from the MyGSU Portal under Student Resources. (Directions attached). When you find a position for which you would like to apply, you must:

- Complete a Student Employment Application (Attached)
- Hand-carry the Application to the Hiring Manager in the Department in which the job is located.
- The Hiring Manager will contact you if you are being considered for an interview. (Bring a copy of your Federal Work Study award letter to the interview.)

If you are hired for the position, the Hiring Manager will supply the Financial Aid Office with the paperwork to create your Contract. **You cannot begin work without a Contract.**

Regular Student Employment:

If you wish to apply for a Regular Student Employment position, visit the GSU Jobs for Jaguars website on the MyGSU Portal. Jobs accepting applications for Regular Student Employment will be listed on the site. When you find a position for which you would like to apply, you must:

- Complete a Student Employment Application (Attached)
- Hand-carry the Application to the Hiring Manager in the Department in which the job is located.
- The Hiring Manager will contact you if you are being considered for an interview.

If you are hired for the position, the Hiring Manager will supply the Financial Aid Office with the paperwork to create your Contract. **You cannot begin work without a Contract.**

Graduate Assistantships:

Governors State University offers a variety of tuition waivers and graduate assistantships.

These tuition waivers and assistantships are generally awarded based on academic merit.

Every GSU college and department awards tuition waivers and assistantships to students studying in their program. To view more information on the waivers/assistantships and how to apply, visit the website for each individual college:

- College of Arts and Sciences
- College of Business and Public Administration
- College of Education
- College of Health and Human Services

In addition, Graduate Assistantships are posted on the Jobs for Jaguars website. Visit http://www.govst.edu/Admissions/Financial_Aid/Tuition_Waivers_and_Assistantships/ for more information.

International Student Employment:

Non-immigrant students in F-1 status are eligible to work at the school they are attending and which issued them their SEVIS I-20 (F-1) Form. On-campus employment includes all Regular Student Employment jobs and graduate assistantships. (***International Students are not eligible for Federal Work Study jobs.***) In order for a student to be eligible for on-campus employment, they must be enrolled as a full-time student and must be in lawful F-1 student status. On-Campus employment for F-1 students is limited to no more than 20 hours per week during the academic year when school is in session.

In order to work in the United States, you must first apply for a Social Security Number. Once you are hired for an on-campus position, you will receive documentation that must be taken to a Social Security Administration Office to receive a Social Security Number. Governors State University policy states that you may not begin to work until you receive a Social Security Number. ***For further questions regarding obtaining a Social Security Number, please contact the Office of International Services.***

Payroll/Student Time Records:

If you are hired to work on campus as a student worker or graduate assistant, you will need to provide Payroll with two forms of identification (i.e., Driver's License, Passport or Birth Certificate and a Social Security Card).

It is the responsibility of each student worker or graduate assistant to keep track of their hours worked and complete a Time Record (Samples attached) every two weeks. Complete the Time Record, have your supervisor approve and submit your Time Record to the Payroll Department

one (1) day after the pay period ends (16th and first day of new month). Paydays are on the 15th and last day of each month.

Orientation and Training:

New student workers and graduate assistants will receive New Hire Orientation from the department supervisor. During Orientation, your supervisor will go over the job responsibilities in detail and discuss expectations.

As an employee of GSU, you will be required to complete FERPA training (Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student education records).

Who to contact with questions:

Financial Aid:

Brenda Moore

708-534-4482 ext. 4482

bmoore@govst.edu

Office of International Services

Katherine Haan

708-235-2836

ois@govst.edu

Jobs for Jaguars:

Office of Career Services

708-235-3974

career@govst.edu

Payroll:

708-235-7404

payroll@govst.edu

Attachments:

Jobs for Jaguars Instruction Sheet

Student Employment Application

Graduate Assistant/Tuition Waiver Application

Student Semi-Monthly Time Record

Semi-Monthly Graduate Assistant Time Record