

Student Employment Services

SUMMARY

Student Employment Services offers a wide variety of free services to bring eligible student employees together with on- and off-campus community employers. Our office in the Division of Financial Aid is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Visit us in Schleman Hall of Student Services, Room 302, or call (765) 494-5056 for more information about our available employment services. Students and parents can also learn more about student employment options at www.purdue.edu/dfa/studentjobs.

FOR INFORMATION

Student Employment Services
Schleman Hall, Room 302
Phone: (765) 494-5056

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Division of Financial Aid
Schleman Hall
475 Stadium Mall Drive
West Lafayette, IN 47907-2050
Phone: (765) 494-5050
(24-hour automated information)
Phone: (765) 494-0998
(Customer Service available
8:00 a.m.-5:00 p.m. Monday-Friday)
Fax: (765) 494-6707



STUDENT EMPLOYMENT

The Purdue University Student Employment Services area in the Division of Financial Aid offers a wide variety of free services to bring eligible student employees together with on- and off-campus community employers.

The Purdue Student Employment Services area offers two separate work programs:

The *Federal Work-Study (FWS)* program is a federally funded financial aid program designed to help students meet educational costs through the use of part-time employment. FWS is a form of financial aid that is awarded to students in their financial aid award package based on demonstrated need and satisfactory academic progress.

The *Job Location and Development (JLD)* program locates employers and helps develop off-campus employment opportunities for students during and between periods of actual enrollment. Student eligibility is not based on the financial need or academic standing requirements of FWS. In short, the purpose of JLD is to provide a reasonable opportunity to find employment for every student who desires to work.

STUDENT ADVANTAGES

Student employment is intended to be another college learning experience, and many students are becoming more financially responsible for their education by working during college. Work can provide many long-term benefits in addition to the short-term advantages of a regular paycheck. Part-time work can help students develop a better set of organizational skills, accept new job responsibilities, and attain a new level of maturity. Job training can help students establish a work history and gain many transferable job skills, such as time management, problem solving, accepting responsibility, handling difficult and stressful situations, and adapting to new environments.

Students who work might also develop important professional job contacts for after graduation. Working also can help alleviate student loan indebtedness. Funds earned while going to school are funds that students don't have to borrow now and pay back later. The job search is quite convenient, as postings are done via the Internet and on local cable television listings. Students may visit our campus office in the Division of Financial Aid, Schleman Hall, Room 302, or call (765) 494-5056 for additional help with their job search questions.

Working can have disadvantages as well. It can be tough for students to balance academics, work, and free time. Although too much time spent away from studying can hurt a student's grades, some research has shown that there is little if any relationship between moderate work and lower grades, and that a limited amount of part-time work can actually improve grade performance. Student Employment Services recommends that students who hold jobs should try to keep their work hours in the 12-15 per week range, with no more than 20 hours maximum.



2008-09

TYPES OF EMPLOYMENT

EMPLOYER ADVANTAGES

Student employees are competent and motivated individuals who offer a wide range of skills, talent, life experience, academic knowledge, and working potential. The part-time student employee hired today could become that full-time career employee of the future. Student Employment Services offers several services to help employers find workers:

- Free posting of current openings on Purdue's Web site.
- Free posting of current positions on the Purdue and local cable television networks.
- Use of campus interview space to help recruit student employees.

Job postings are updated daily, Monday through Friday, and can reach thousands of potential student employees. Job postings are assigned a specific job posting number, and can easily be edited or removed by calling our office at (765) 494-5056.

Student Employment Services always posts jobs with the best interests of the students and local community in mind. The Division of Financial Aid reserves the right to refuse to post jobs for employers who are known to be fraudulent, who have had documented complaints about them, or who refuse to sign an Equal Opportunity Employer (EOE) assurance statement. The EOE form can be found at www.purdue.edu/dfa/studentjobs.

The Federal Work-Study program allows nonprofit employers to hire FWS-eligible students and pay only 30 percent of their wage. The other 70 percent of a student's wage is provided through federal funding. Purdue University will monitor and maintain the individual student earnings and provide the primary payroll functions.

Nonprofit employers who hire FWS students as reading tutors for elementary students and/or math tutors for elementary or middle school students may be eligible for 100% reimbursement of FWS student wages.

FEDERAL WORK-STUDY

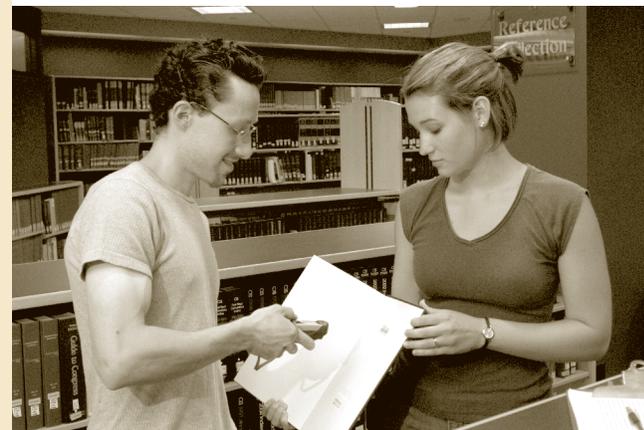
Federal Work-Study is a program for students who have demonstrated financial need as determined by their answers on the Free Application for Federal Student Aid (FAFSA). This work program helps students who have FWS awards as part of their annual financial aid package meet some of their educational expenses through a part-time job opportunity with an eligible employer. Job openings are often in convenient campus locations, or with nonprofit organizations in the local area. Some eligible FWS job sites might be in:

- Purdue labs/departments
- University Residences
- Purdue/local public libraries
- Local tutoring programs
- Area social service agencies
- City/County government offices

A student's FWS earnings can be used to pay for any expenses that he or she might incur while in school. This can include fees, tuition, housing, books, supplies, food, etc. Student earnings are not automatically applied to any of these associated University expenses.

There is a three-step process for a student to utilize an FWS award:

- (1) Find and secure a job with an FWS-eligible employer.
- (2) Turn in the Payroll Authorization Form (PAF) to the employer's payroll clerk. The Division of Financial Aid will mail the PAF to the student around the first week of



August, prior to the start of classes. Duplicate PAFs can be obtained in Schleman Hall, Room 302.

(3) Work scheduled hours to earn wages. The employer will pay the student's earnings in biweekly paychecks. Direct deposit of paychecks to the student's bank account is also an option.

DIRECT DEPOSIT

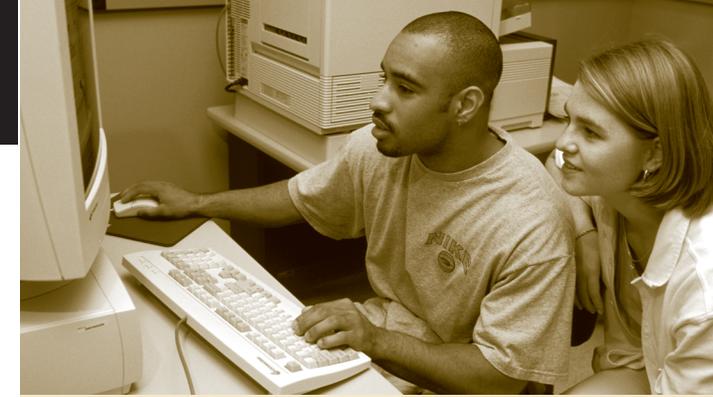
Direct Deposit is an option for all campus employees to receive their pay in a quick and convenient manner through the Purdue payroll process. All students (Federal Work-Study or Regular) who work on campus should ask their supervisors about direct deposits of their paychecks to bank accounts of their choice.

REGULAR PART-TIME

Many types of jobs are available on or near campus. Off-campus jobs range from restaurant positions and retail sales to marketing and clerical jobs, among others. On-campus jobs might include food service, lab assistants, and library positions. Campus and area employers realize that they are hiring college students, and try (whenever possible) to offer flexible schedules to help accommodate a student's needs.

INTERNSHIPS AND COOPERATIVE EDUCATION

Internships and cooperative education programs are excellent ways for students to gain work experience. Internships provide students with valuable employment opportunities during school breaks. Co-op programs allow students to alternate semesters of on-campus study with semesters of full-time employment. Students should see their academic advisors for more information on internships and co-op programs that are specific to their majors. Students and employers also can contact the Center for Career Opportunities for more information on internship programs or career placements at (765) 494-3981. Interested parties also might want to contact the Office of Professional Practice at (765) 494-7430 for more information on co-op programs.



FINDING A JOB

Student Employment Services in the Division of Financial Aid maintains a centralized listing of current part-time job listings on Purdue's Web site. Information Technology at Purdue (ITaP) displays most of these same listings on the Purdue cable channel, as well as channel 5 of the local cable provider at various times throughout the day. Students can access the job listings via any on- or off-campus computer that has Web access.

Student job listings can be accessed through the Division of Financial Aid Web site at: www.purdue.edu/dfa/studentjobs

Select from four "Job Type" categories:

- (1) Work-Study jobs
- (2) Regular jobs
- (3) Volunteer openings, and
- (4) Perpetual or "Always Hiring" positions

Not all employers list their part-time job openings with Student Employment Services. Students also can check with the many departmental offices on campus, as well as with area employers for other current openings. The classified sections of the *Purdue Exponent* and the *Lafayette Journal and Courier* frequently list part-time job positions that are available to students. Students, parents, and employers can always contact our office for more help with their employment questions at (765) 494-5056.