

## Contact details

Student Employment Services offers a wide variety of free services. The team is on hand to speak with students, parents and employers each weekday from 8 a.m to 5 p.m.

Find out more about student employment opportunities at [www.purdue.edu/dfa/studentjobs.php](http://www.purdue.edu/dfa/studentjobs.php).

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

Division of Financial Aid, Purdue University  
Schleman Hall of Student Services, Room 305  
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 a.m.–5 p.m. Eastern Monday–Friday)  
Fax: 765-494-6707

General financial aid information can be found by visiting [www.purdue.edu/dfa](http://www.purdue.edu/dfa).

Individual student financial aid information can be found through the Purdue West Lafayette Financial Aid Self Service site on myPurdue at <https://mypurdue.purdue.edu>.



# 2011-12 STUDENT EMPLOYMENT SERVICES

HELPING STUDENTS FIND A JOB

## Finding a job

The team at Purdue's Student Employment Services is here to help you find part-time work to help fund college expenses.

You will be surprised at the variety of jobs available — lab work, customer service, computer programmer, food service, tutoring, farm work, child care and sales are just some of the positions available both on and off campus. Employers realize that they are hiring college students and try (whenever possible) to offer flexible schedules to help accommodate class and test schedules.

For some, a job means serious help with financial aid; for others it means extra cash for day-to-day expenses. Purdue's Student Employment Services in the Division of Financial Aid administers two different work programs to help students find employment.

### Federal Work-Study (FWS)

A federally funded financial aid program designed to help students meet educational costs through the use of part-time employment. FWS is based on demonstrated financial need and academic progress. It is awarded as part of a student's financial aid package.

### Job Location and Development (JLD)

An online referral service, this program locates employers and develops off-campus opportunities for students. Eligibility is not based on financial need or academic standing and is open to all students.

## How Federal Work-Study works

This program helps students meet some of their educational expenses through part-time jobs with eligible employers. Once a student has demon-

strated financial need, the employer pays only 30 percent of the wage; the rest is paid through federal funding. Student eligibility is determined by answers on the Free Application for Federal Student Aid (FAFSA). Jobs are available on campus or at 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

Money earned through FWS can be used to pay for any expenses such as fees, tuition, housing, books, supplies or food. It's important to remember that students are responsible for determining where the money is allocated; earnings are not automatically applied to Purdue tuition or fees.

## Three steps to use 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 either mail the PAF to the student prior to the start of classes or direct them via email to come to our office in Schleman Hall, Room 302, to pick up a form.
- (3) Work scheduled hours. Student wages are paid on a biweekly pay cycle.

## Direct deposit

For students who work on campus, Purdue payroll uses direct deposit. Simply provide your bank account details to your supervisor for quick and convenient payment.

## Looking for a job

Find up-to-date part-time job listings at [www.purdue.edu/dfa/studentjobs.php](http://www.purdue.edu/dfa/studentjobs.php).

Students can access the online job listings on any on- or off-campus computer. Select the category that fits your needs including:

- Work-Study jobs
- Regular jobs
- Volunteer openings and
- Perpetual or 'Always Hiring' positions

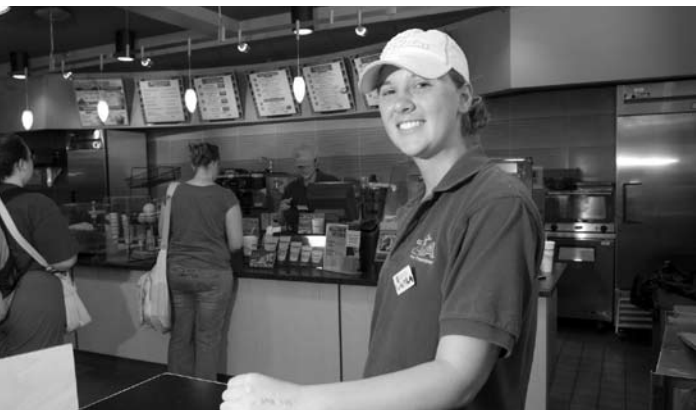
Job listings also can be found at Boiler Television (BTV) and Channel 5 on local cable channel.

Not all employers list their part-time job openings with Student Employment Services. Explore other options including:

- Departmental offices
- Local employers
- Local newspapers: Purdue Exponent and Lafayette Journal & Courier

## Job search questions?

Students, parents and employers can always contact the Student Employment Services office at 765-494-5056.



## More than a paycheck

Of course earning money is the primary reason for getting a job. Cash you earn while going to school is money you don't have to borrow now and pay back later. But there are many more benefits when you work during college.

**Better grades.** Working 8-12 hours per week while in school actually has been shown to help academic achievement

**Friendships.** The workplace is a great way to meet people.

**Work savvy.** While on the job you'll develop practical skills like time management, problem solving, organization skills and stress management.

**Contacts.** You might even make professional contacts for after graduation. Plus it looks really good on your resume!

Part-time work and study do mix. However it is a balancing act to successfully combine academics, work and campus life. The key is to work around your class schedule — then prioritize and organize. Too much time spent away from studying can hurt your grades. We recommend working no more than 20 hours maximum (ideally 12–15 hours per week).

## Internships and cooperative education

Internships and cooperative education (co-op) programs are excellent ways 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. Speak with your academic advisors for more information on internships and co-op programs that are specific to your major. Students and employers also can contact the Center for Career Opportunities for more information on internship programs or career placements at 765-494-3981 or visit [www.cco.purdue.edu](http://www.cco.purdue.edu).

For more information on co-op programs, contact the Office of Professional Practice at 765-494-7430 or visit [www.engineering.purdue.edu/ProPractice](http://www.engineering.purdue.edu/ProPractice).

## Purdue CashCourse

This resource is filled with tips on work, budgets and making smart financial decisions during college. Visit [www.cashcourse.org/purdue](http://www.cashcourse.org/purdue).



## A word to employers

Purdue students have a great work ethic. And with a reputation for being highly motivated, they offer a range of experience and smarts.

The part-time student hired today could become that full-time career employee of the future.

Looking for new recruits? Student Employment Services offers:

Free posting of current openings on Purdue's website.

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. Each job posting receives 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 Federal Work-Study program allows nonprofit employers to hire FWS-eligible students and pay only 30 percent of their wage. The remaining 70 percent of a student's wage is provided through federal funding. Purdue 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 percent reimbursement of FWS student wages.