



2017-2018

Student Employment Handbook  
Listing of Campus Jobs

Office of Financial Aid

University Hall 114  
419-448-2293

Staff:

Beth Kagy

Associate Director of Financial Aid  
Coordinator of Campus Employment

Juli Weininger

Director of Financial Aid

Cathy Kessler

Administrative Assistant

Linda Mapus

Administrative Assistant

## ❖ How many students are employed and what jobs are available?

Approximately 400 students are employed on a part-time basis during the academic year. The campus employment program tries to provide the opportunity for students who need to work to help meet their educational costs (as determined by their financial aid award). Students also gain valuable and meaningful work experience at Heidelberg.

There are a variety of jobs available to eligible students. Most upper-class students secure a campus job before leaving campus in the spring in an area related to their major or an area of interest in order to gain valuable work experience. First year students must be willing to work any campus job in order to earn their awarded amount and gain experience. Krammes Service Center, Athletic Department or ARA Food Service employs most first year students.

## ❖ What payroll paperwork is required?

Before any student begins to work, the Business Office must collect the following payroll paperwork. Law requires this before Heidelberg can pay a student.

- Employee's Withholding Exemption Certificate
- Form W-4
- Form I-9
- Direct Deposit
- Heidelberg University Student Payroll Authorization
- Hiring Card for each position held

## ❖ Who is eligible to work?

Students who have a Federal work study job as part of their financial aid award have priority for on-campus employment. The job award is the maximum amount the student may earn during the year. The awarded amount is based on the student's need as determined by the Free Application for Federal Student Aid (FAFSA). Should students have any questions about their eligibility to work on-campus they should feel free to contact the Office of Financial Aid.

## ❖ How do students find a job?

Enclosed you will find a list of all departments who have students working and the kinds of jobs available. Students are responsible for obtaining a campus job. Most jobs are filled on a first-come, first-served basis according to a student's class schedule, skills, and interests. The Office of Financial Aid serves as an information service, but does not hire students for any campus job. Each department interviews and hires students to meet their needs. Students are encouraged to talk with several employers when trying to secure a campus job. Contact with some employers can be made during the summer orientation sessions. A Job Fair will be held within the first week of classes in fall semester.

## ❖ How many hours a week do students usually work?

Students are awarded anywhere from 2 to 10 hours per week to work. The maximum number of a student may work is 20 hours per week. Some stipend jobs are available. This is when students are paid by the job rather than by the hour. These jobs require

certain skills such as working in the theater department, on the radio staff, or serving as a resident assistant.

### ❖ **When do students get paid? How Much?**

Students earn minimum wage and are paid on the 10<sup>th</sup> of every month. Since students are awarded a campus job to meet the “self-help” portion of their financial aid, they are expected to apply part of their earnings to their student account. This can be done automatically by payroll deduction. If a student account is paid in full prior to each semester, special arrangements can be made with the Business Office so that no deduction is made from the student paycheck.

### ❖ **What if students earn more than the awarded amount?**

Students who earn more than their job awarded will have that difference added to the student contribution for next year. It is helpful to the student to keep a record of his earnings and plan work hours appropriately. The Office of Financial Aid monitors the student’s earnings. Government and college regulations stipulate that the student can not earn more than awarded. It is important to plan work hours appropriately enabling the student to work the entire year.

### ❖ **What if a student cannot find a job?**

Sometimes job openings run out or become very difficult to find. Not unlike looking for a job in your home community, finding a job on campus may require patience and persistence for a while. If a student is unable to find a job, frequent stops to the Office of Financial Aid to check current openings is advised. The student can also place his/her name on a waiting list, to be notified through campus email of new openings as they become available.

### ❖ **Can a student be fired?**

YES. Hiring and firing is up to the discretion of the employer, not the Office of Financial Aid. Each employer expects appropriate work behavior from the students. Employed students should follow the following guidelines to keep their jobs.

- Be willing to work hard.
- Be prompt.
- Present a neat appearance.
- Be cooperative and pleasant.

Let your employer know if you’ll be late or cannot work because of a class conflict. Do not send a message through another student.

### ❖ **What about off-campus job opportunities?**

The Office of Financial Aid does receive job announcements from community employers and individuals. All off-campus as well as on-campus information is posted on a bulletin board outside the Office of Financial Aid.

## ❖ Campus Employment and Career Development

Working part-time can be a valuable opportunity to enhance your career development. Many general skills, organizational ability, and the ability to work with other people are important in any professional job situation.

### ❖ What about work during breaks and summer?

There are several departments that offer employment while the students are on break and during the summer vacation. Since students do not have a job award to work during these particular times, students are encouraged to talk to employers about available work. Krammes Service Center, the Admission Office, and ARA Food Service employ a limited number of students during these times. Money earned during breaks and summer vacation are not included in the student's job award total.

### ❖ Work Study and Community Service

A portion of our work-study funding is used for Community Service. These jobs benefit both students on campus as well as individuals in the community. Our Community Service jobs are currently in Beeghly Library as assistants. You must be awarded a "Work-Study" job to be eligible for one of these positions.

The job search process for an on-campus job is very similar to the search for full-time employment. Student employment can provide a chance to learn and apply effective job search techniques. Work experience can also be an important addition to your resume.

## *Campus Employers*

\* Jobs requiring specific experiences or skill

\*\* Dept. employing the majority of 1<sup>st</sup> year students.

### Academic and Career Support

\*student coordinator

\*tutors

Office assistants

Ellen Nagy

Campus Center-3<sup>rd</sup> Floor

Rhonda Tiell

Campus Center-3<sup>rd</sup> Floor

Ext: 2301

### Admission Office

office worker-tour guide

mailings

student assistant

Telecenter

Sara Gilbert & Melissa Cook

University Hall 111

Ext: 2330 or 2095

### \*\*Parkhurst Food Service

dishroom help

catering

Jaime Nitecki

Hoernemann

Ext: 2285

Art Department

\*student assistant

Irene Frisch  
Founders 109  
Ext: 2304

\*\*Athletic Department

Weight room supervisors  
IM officials  
office workers  
team managers  
game day workers

Seiberling Athletic Office  
Ext: 2019

Athletic Marketing and Information

\*student assistants

Jeff Garvin  
Seiberling 227  
Ext: 2140

Aurora

student editors  
student writers

Kyle Paxson  
Founders 2167  
kpaxson@heidelberg.edu

Bookstore

cashiers  
supply stocker

Gail Roberts  
Campus Center Bookstore  
Ext: 2013

Campus Life/Residence Life

\*resident assistants  
office workers

Teresa Schmidt  
Campus Center 209  
Ext: 2058

Campus Ministries

student assistants

Paul Stark  
Campus Center 301  
Ext: 2066

Communications

\*WHEI radio assistants  
\*TV staff

Nathan Cutietta & Robyn White  
Media Communication Center  
Ext: 2005 & 2270

Communications

office assistants

Irene Frisch  
Founders 109  
Ext: 2304

Computer Center

\*student assistants

Peggy Ronski  
Bareis 337  
Ext: 2297

Conference and Events

special events assistants

Lauren Austin Smith  
Krammes Service Center  
Ext: 2193

Health Center

student assistant

Rebecca Gosche  
Campus Center Health Center  
Ext: 2041

Institutional Advancement & University Relations

phonathon workers

Katie McCrystal  
University Hall  
Ext: 2486

\*\*Krammes Service Center

carpenters/custodians  
electricians/groundskeepers  
office workers  
weekend custodians

Linda Barger  
Krammes Service Center  
Ext: 2391

Library

\*student assistants

Hayley Fuhrer  
Beeghly Library  
Ext: 2098

Media Center

\*student assistants

Jennifer Shetterly  
Beeghly Library  
Ext: 2136

Music Department

\*accompanists  
librarians  
student aids

Pat Page  
Brenneman Music Hall  
Ext: 2073

Non Traditional & Graduate Admission

student assistant

Sue Rife & Katie Zeyen  
University Hall 118  
Ext: 2097 & 2602

Office of Financial Aid

student assistant  
Juli Weininger  
University Hall 114  
Ext: 2293

Office Services

mailroom help  
Deb Wilkinson  
University Hall-Basement  
Ext: 2321

Sauerwein Health and Wellness Center

student assistants  
Kayela Tidrick  
Sauerwein  
Ext: 2594

Science Lab Assistants

\*Biology  
Pam Faber  
Ext: 2976  
\*Chemistry  
Bryan Smith  
Ext: 2045  
\*Physics  
Steve Velasquez  
Ext: 2352

Student Affairs

student assistants  
Peggy George  
Campus Center-328  
Ext: 2062

Student Engagement

Student assistants  
Jacqueline Sironen  
Campus Center – 3<sup>rd</sup> Floor  
Ext: 2261

Theater Arts

\*theater staff assistants  
costumes  
Stephen Svoboda &  
Vanessa Cook  
Founders 301 & 101  
Ext: 2004 & 2483

Water Quality Lab

\*Biological Technician  
Biology – Ken Krieger  
Gillmor Ext: 2226  
\*Laboratory Assistant  
Chemistry – Ellen Ewing  
Gillmor Ext: 2940

Killikilik

\*Editors  
Julie O'Reilly  
Founders 109  
Ext. 2094