



2022–2023

Student Employment Handbook
Listing of Campus Jobs

Office of Financial Aid

University Hall 114
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Staff:
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❖ 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.

❖ 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 the first week of classes.

You can explore job opportunities using the Handshake platform! Students are encouraged to set up their Handshake account using this link: <https://heidelberg.joinhandshake.com/>. You will need to use your Heidelberg credentials when registering your account. Check out our Student Toolkit located

here for more resources. If you have any questions regarding on-campus employment via Handshake, please contact the Office of Human Resources located on the second floor of University Hall or via email at hr@heidelberg.edu.

❖ 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.

❖ When do students get paid? How Much?

Students earn minimum wage and are paid every two weeks. 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.

Handshake Employers, including Heidelberg, will also have a list of current openings. Be sure to check out the jobs posted for Heidelberg. You will need to be signed into your Handshake account to access the link.

❖ 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.

Some employers around the Tiffin community will post jobs using the Handshake portal as well. Be sure to check out job postings located in Tiffin, OH. You will need to be signed into your Handshake account to access the link. Feel free to change the location to your home town, or closer cities such as Findlay, OH or Toledo, OH.

❖ 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 Student Engagement 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 and Saurwein Health and Wellness Center 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.

- * Jobs requiring specific experiences or skill
- ** Dept. employing the majority of 1st year students.

Academic and Career Support

*academic coach	Morgan Harrigan
*subject tutor	Campus Center - 3 rd Floor
*writing consultant	Owens Center
*supplemental instruction tutor	mharriga@heidelberg.edu

Admission Office

office worker-tour guide	Ethan Gallant
mailings	University Hall 111
student assistant	Ext: 2602
Telecenter	

Alumni Engagement

student office workers	Kelly Lavelle
	University Hall
	Ext: 2386

Art Department

*student assistant	Harry Melroy
	hmelroy@heidelberg.edu

** Athletics and Campus Recreation

facility attendents	Kayela Tidrick
IM officials	Saurwein
office workers	Ext: 2594
team managers	
game day workers	

Athletic Marketing and Information

*student assistants	Jeff Garvin
	Seiberling 227
	Ext: 2140

Aurora

student editors	Kyle Paxson
student writers	Founders 2167
	kpaxson@heidelberg.edu

Bookstore

cashiers	Stacy Wheeler
supply stocker	Campus Center Bookstore
mailing assistant	Ext: 2013

Communications

student assistants

Robin Heaton
Founders 114
Ext: 2477

Computer Center

*student assistants

Peggy Ronski
Bareis 337
Ext: 2297

Conference and Events

special events assistants

Lauren Austin Smith
Krammes Service Center
Ext: 2193

Gaming, Esports and Media Center

*student assistants

Robin Heaton
Founders 114
Ext. 2477
Ext: 2005

Health Center

student assistant

Lori Groves
Campus Center Health Center
Ext: 2041

Killikilik

*editors

Robin Heaton
Founders 114
Ext: 2477

**Krammes Service Center

carpenters
custodians
groundskeepers

Linda Barger
Krammes Service Center
Ext: 2391

Library

*student assistants

Cassandra Brown
Beeghly Library
Circulation Desk

Ext: 2242

Music Department

*accompanists
ensemble set-up crew
music librarians
recital crew
*recording crew

Carol Dusdieker
Brenneman Music Hall 132
Ext: 2080

National Center for Water Quality Research

*field & laboratory assistants

Biology – Jakob Boehler
Gillmor Ext: 2054
Chemistry – Laura Johnson
Gillmor Ext: 2056

Office of Civic Engagement

student assistants

Paul Sittason Stark
Campus Center 301
Ext: 2066

Office of Financial Aid

student assistant

Jenn Nye
University Hall 114
Ext: 2294

Office of Religious Life

chaplain's assistants

Paul Sittason Stark
Campus Center 301
Ext: 2066

Saurwein Health and Wellness Center

student assistants

Kayela Tidrick
Saurwein
Ext: 2594

Science Lab Assistants

*Biology

*Chemistry

Justin Pruneski
Ext: 2043
Nate Beres
Ext: 2015

Student Affairs / Student Engagement

student assistants

Campus Center
Third Floor

Theater Arts

student assistants
costumes
scene shop
box office

Stephen Svoboda
Founders 301
Ext: 2004
David Cotter
Founders 101
Ext: 2483

University Advancement

student call center – student callers

Kelly Lavelle
University Hall
Ext: 2386