

## STUDENT EMPLOYMENT FAQs 2018-19

**Q: Who is eligible for campus employment?**

**A:** There are several criteria that must be met in order to be eligible for campus employment:

1. Must be an undergraduate day school student enrolled full-time (at least 12 credit hours).
2. US citizens must have a current FAFSA on file with the Financial Aid office. (International Students are not required to complete a FAFSA.)

**Q: When can I start applying for jobs?**

**A:** Jobs are posted on **August 1st**. All available work study positions will be posted by this date. **New students who have work study as part of their financial aid package are required to apply for positions by August 24<sup>th</sup>.**

**Q: How do I know if I have received a work study award?**

**A:** You will need to login to your **MyDrury** account to view your award letter from financial aid.

**Q: What kind of jobs can I apply for if I don't have work study as part of my financial aid package?**

**A:** Other full-time day students without a work study award in their financial aid package can apply for the jobs listed as "Open to all eligible students."

**Q: How do I apply for a job?**

**A:** Go to [www.drury.edu/studentjobs](http://www.drury.edu/studentjobs).

**Q: What happens after I submit my application?**

**A:** Applications are sent to the hiring department and are reviewed by the supervisor in the hiring department. He/she will determine which applicants to interview. The department selects those applicants whose qualifications and experience most closely meet the needs or requirements of the position/department.

Please note that most hiring departments do not interview prior to the start of the semester. However, you should check messages and monitor Drury email after you've applied for a job.

**Students intending to participate in the work study program should apply for jobs as early as possible during the August 1<sup>st</sup>-24<sup>th</sup> application window.**

After the interview process, the hiring supervisor makes a decision about which applicant to hire. Once the applicant has accepted the position, the supervisor notifies Human Resources of the decision.

**Q: I have been hired on campus, now what?**

**A:** Next, you need to come to Human Resources in Burnham 107 to complete your employment paperwork. You will need to bring in **original** documentation of your identity and eligibility to work in the U.S. For a list of acceptable documents, please see <http://www.drury.edu/hr/Starting-Work-at-Drury-University/>. You should also bring a voided check for your direct deposit form. **You may not begin working until you have completed the required paperwork.**

**Q: How much will I be paid?**

**A:** Most student jobs on campus pay the minimum wage rate of \$7.85 per hour.

**Q: When are timecards due and how do I get paid?**

**A:** Timecards are due on the last business day of the month. Student staff members are paid via direct deposit on the 15<sup>th</sup> of the month. A student's first check after signing up for direct deposit may be a paper check.

**Q: What if I need to quit my job?**

**A:** If you need to quit your job, please give your supervisor a two week notice and a resignation letter.

### IMPORTANT CONTACT INFORMATION

Student Employment Website  
[www.drury.edu/studentjobs](http://www.drury.edu/studentjobs)

Student Employment Assistant  
[studentjobs@drury.edu](mailto:studentjobs@drury.edu)  
417-873-6852

Financial Aid  
[fa@drury.edu](mailto:fa@drury.edu)  
417-873-7219

## INFORMATION SPECIFIC TO WORK STUDY

### **Q: What is Federal Work Study?**

**A:** Federal Work Study (FWS) is a work program funded by the federal government that reimburses participating schools for a portion of an eligible student's earnings. Domestic students demonstrating financial need may be eligible.

FWS is a work program, not a grant or scholarship. Participating students work in a job on-campus, earn an hourly wage and receive a paycheck as they would in any other job. The work study amount shown on the financial aid award letter is the maximum amount a student may earn under the program. **Only students who work enough hours over the course of the semester to earn that maximum amount will receive the full amount of the award shown on the award letter.** Students wishing to earn the full amount of their award will need to be flexible, responsive to communications and be available to work. A heavy class load and/or several activities may interfere with earning the full award.

### **Q: What kind of work study jobs will I be considered for?**

**A:** There are several departments that employ students with a work study award. Some of our largest employers are the Fresh Ideas and the O'Reilly Family Event Center. As a student with a work study award, you may apply for any of the student positions posted on the website including the positions listed as "Positions open to all eligible students."

### **Q: Does Work Study mean that I can study while I work?**

**A:** No. The use of the word "study" in the Federal Work Study program is intended in the sense that the federal government provides work opportunities for students while they are enrolled in school. All student staff members are expected to be fully engaged in their job while they are working. Failure to show up for scheduled shifts, put forth effort, etc. is not tolerated. Performance issues will result in disciplinary action up to and including termination of employment.

### **Q: What do I need to do to accept the award?**

**A:** You will need to monitor your email and follow instructions and ensure you meet the required deadlines for specific activities. **Failure to meet any of the deadlines and requirements (below) will result in the removal of the work study award.**

Activity	Deadline
Begin to apply for work study positions	August 1st
Deadline to apply for work study positions.	August 24th
Attend mandatory orientation	First Week of Classes
Complete employment paperwork.	August 31 <sup>st</sup>
Identify assigned work study position	September 10 <sup>th</sup>

### **Q: Am I required to earn the full amount of the award?**

**A:** No. This is just the **maximum** amount you are authorized to earn through the Federal Work Study program **per semester**. For example, if you have a \$1500 award for each semester and you only earned \$1000 in the fall, you would still only have \$1500 available to earn in the spring. You must earn work study in the semester for which it was awarded.

### **Q: Am I required to work nights and weekends to earn the full amount of my award?**

**A:** Probably. Depending on the job you have, you may be required to work nights and/or weekends as part of your regular schedule. You may also need to work more than one job to earn the full award.

### **Q: How many hours a week can I work without exhausting my work study award before the end of the semester?**

**A:** The table below illustrates the approximate earnings a student could expect to earn per semester by working the stated number of hours per week. This formula is based on an hourly wage of \$7.85 x number hours x 16 weeks. **Note:** Typically a student with a work study award can only earn funds while classes are in session. Work during winter break and after spring graduation should be approved by your supervisor in advance. Work study is not available in the summer. **The student is responsible for monitoring earnings and should not exceed the amount of the award without expressed consent of the supervisor.**

Approx. Weekly Hours	Approx. Earnings Per Semester
12	\$1500
10	\$1250
8	\$1000