

## INTERNATIONAL STUDENT EMPLOYMENT FREQUENTLY ASKED QUESTIONS

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

**A:** Must be an undergraduate day school student enrolled full-time (at least 12 credit hours) and be able to provide documentation of your identity and eligibility to legally work in the United States.

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

**A:** Jobs for the upcoming academic year are posted in early August.

**Q: Am I eligible to apply for jobs listed as "Work Study Only"?**

**A:** No. Only eligible domestic students receiving work study as part of their financial aid packages are eligible to apply for those jobs. 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 it is a good idea to monitor your Drury email after you've applied for positions.**

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. Most international students will bring their passport, I-94, and I-20. (See full list of acceptable documents and required forms at: <http://www.drury.edu/hr/Starting-Work-at-Drury-University/>)

You should also bring a voided check from a checking or savings account for your direct deposit form.

**Q: How do I get a Social Security Number?**

**A:** Only students who have been offered a job can apply for a Social Security number. After you complete employment paperwork, Human Resources will issue an employment letter for you. You will be emailed when that letter is available for pick up in the Human Resources office in Burnham 107.

You will take the employment letter to the International Support Services for assistance with your application. You may not begin working until after you have applied for a Social Security number.

Once you receive your Social Security card/number, you must bring that number to the Human Resources office right away. **This is a requirement for employment.**

**Q: How many hours per week can an international student work?**

**A:** While school is in session, an international student **NEVER** work more than 20 hours per week. When school is not in session, an international student can work more than 20 hours per week but should **NEVER** work more than 40 hours per week. Doing so will jeopardize your legal status.

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

**A:** Most student jobs on campus pay the minimum wage rate of \$8.60 per hour.

**Q: When are timesheets 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. Students without a bank account or a voided check will sign up to be paid via a ReadyFund\$ debit card. 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.

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

**A:** There are several departments that employ student workers. However, some of our largest employers are the cafeteria and the O'Reilly Family Event Center.

**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

**International Support Services**

(International Students)

[iss@drury.edu](mailto:iss@drury.edu)

417-873-7885

**Payroll**

[jsandwell@drury.edu](mailto:jsandwell@drury.edu)

417-873-7571

**Human Resources**

[hr@drury.edu](mailto:hr@drury.edu)

417-873-7434