



STUDENT EMPLOYMENT 2020-2021

Student Employment Eligibility

- Must have Federal Work Study or be an undergraduate day school student enrolled full-time (12 credit hours)
- US citizens must have a current FAFSA on file with the Financial Aid office. International students are not required to complete a FAFSA
- **Only students who have work study awarded as part of their financial aid package may apply for jobs listed "Work Study Only".** They may also apply for jobs listed as "Open to All Eligible Students"
 - If you are not sure if you have a work study award, you can check your financial aid award information through your MyDrury account
- Eligible students without a work study award may only apply for jobs listed as "Open to All Eligible Students"

Applying for Jobs

Jobs for the 2020-2021 academic year will be posted August 3rd. 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 28th. Jobs are posted at: www.drury.edu/studentjobs. Students intending to participate in the work study program should apply for jobs as early as possible during the August 3rd-28th application window.

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 have applied for an on campus job.

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.

New Hire Paperwork

If you are hired for an on campus job, you will need to schedule a time with Human Resources to submit your completed employment paperwork. In addition to completed forms, you will also need to bring unexpired and **original** documentation of your identity and eligibility to work in the U.S. Please see <http://www.drury.edu/hr/Starting-Work-at-Drury-University/> for a list of acceptable documents. You should also bring a voided check for your direct deposit form. **You may not begin working until you have completed the required paperwork.**

Hourly Rates/Payroll Information

Most student jobs on campus pay the minimum wage rate: \$9.45 in 2020; \$10.30 in 2021. Student employees are paid via direct deposit on the 15th of each month.

Important Contact Information

Human Resources (Employment Paperwork)

Website: www.drury.edu/hr; Email: hr@drury.edu; Phone 417-873-7434

Student Employment

Website: www.drury.edu/studentjobs; Email: studentjobs@drury.edu

Crystal Ponder Email: cponder@drury.edu Phone: 417-873-6836

Financial Aid

Email: fa@drury.edu; Phone 417-873-7219

Information Specific to Work Study

Work Study General Information

Work Study is a part of a student's financial package. It 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. Student staff members are expected to be fully engaged in their jobs 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. Students may not work while scheduled to be in classes.

Work Study Opportunities

Students with work study who meet the deadlines and requirements are assured placement on the schedule with Fresh Ideas, Drury's food service provider. Students wishing to earn the full amount of their award are encouraged to apply for the food service student staff position and begin working with Fresh Ideas as soon as possible as available shifts tend to fill up as the semester progresses.

Additionally, students with work study may apply for any position listed on the website as "Work Study Only" as well any position listed as "Open to all Eligible Students". The hiring process for these positions is more typical of any other job for which an applicant may apply: a student's application will be reviewed by the hiring supervisor; that supervisor will conduct interviews; the supervisor hires the candidate whose qualifications and availability are the best fit for that position. Please note that supervisors hiring work study only positions are required to make their selections by September 8th.

Work study students may work in more than one position, but they must contact Crystal Ponder prior to working in a second position for authorization of the specific work study amounts he/she is eligible to earn in each.

Work Study Deadlines

Students should frequently check their Drury email accounts and must meet the deadlines below. Failure to meet requirements below will result in the removal of the work study award.

Activity	Deadline
Begin to apply for work study positions	August 3 rd
Attend mandatory orientation	August 24 th
Deadline to apply for work study positions.	August 28 th
Complete employment paperwork.	September 4 th
Identify assigned work study position	September 8 th

Work Study Earnings

Work study students are not required to earn the full amount of their awards. The amount of the award only reflects the maximum earnings a student is allowed to earn through the work study program. 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 \$9.45 x number hours x 16 weeks.

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 approval of his/her supervisor and the appropriate budget administrator.

Approx. Weekly Hours	Approx. Earnings Per Semester
10	\$1500
8	\$1250
6	\$1000