

ON-CAMPUS STUDENT EMPLOYMENT OPPORTUNITIES

- ▶ Federal Work-Study
- ▶ Undergraduate or Graduate Student Employee

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▶ **Office of
Student
Employment**

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OFFICE OF STUDENT EMPLOYMENT

The Office of Student Employment provides a variety of on-campus employment opportunities for students throughout their years at Hofstra University. Through a part-time position on campus, students enhance their academic experiences by applying learned theories in a practical setting while earning money to assist with college expenses. To be eligible, students must be matriculated and enrolled as a half-time student, at least, which is six (6) semester hours for undergraduate and four and one-half (4.5) semester hours for graduate students.

For a listing of available positions, visit hofstra.edu/studentemployment. Listings may also be available on the bulletin boards located on the balcony above the cafeteria in the Sondra and David S. Mack Student Center, North Campus.

Services are provided on a walk-in basis during office hours (9 a.m.-5 p.m., Monday through Friday). Individual appointments, when necessary, can be scheduled by calling (516) 463-6782.

TYPES OF POSITIONS ON CAMPUS

On-campus positions are as varied as the different offices and departments that service the University community. Many opportunities are available in academic departments on campus as well as different student services departments. Student positions include working at the Joan and Donald E. Axinn Library, the Residential Programs Office, the Recreation Center, Student Computing Services, Department of Public Safety, and at various academic department offices.

Many of the student positions available on campus involve general office duties; typically students answer phones, sit at reception desks, assist with mailings, and act as messengers between offices. Some positions require familiarity with computers. Other students work as front desk security for the residence halls or as safety patrols around campus. Additional positions include science and computer lab assistants, lifeguards, sports referees, child care providers, tutors, and library workers. When possible, efforts will be made to match a student's interest with a related on-campus position.

HOW TO APPLY

Positions are available in many departments on campus, whether on a University-funded budget or through the Federal Work-Study Program. Eligibility for Federal Work-Study is based on financial need, as determined by Hofstra Student Financial Services and on information from the student's filed FAFSA (Free Application for Federal Student Aid). Students applying for financial aid should include a request for student employment.

A student who has Federal Work-Study in his/her financial aid award may apply for a Federal Work-Study position. Hofstra University encourages Federal Work-Study eligible students to take advantage of employment offering community service opportunities, which is available on and off campus.

For students who do not qualify for financial aid, there are many areas on campus that employ eligible students. These positions are not financial aid-based. Student employment positions may be advertised by the Office of Student Employment or by a specific department. Students apply directly to the department for these positions and must bring an on-campus work permit from the department to the Office of Student Employment in order to be hired.

HOURS AND PAY

Students are permitted to work a maximum of 20-25 hours per week during the academic year, depending on the employment category. Additional hours may be allowed during vacation periods, including the summer.

Hourly rates vary depending on the nature of the work, student skills, and/or prior experience. All payments are made directly to the student in compliance with applicable laws, and are considered taxable income.

SUMMER POSITIONS ON CAMPUS

Students may continue to work on campus from June through August. Some positions offer full-time hours and a salary differential during the summer months. For details, contact the Office of Student Employment during the spring semester.

OFF-CAMPUS POSITIONS

There are also opportunities for students who are eligible for Federal Work-Study to work at off-campus locations. These community service positions are in the local area and include working with elementary school children as reading tutors, and office work in nonprofit and government agencies.

For information about other part-time employment opportunities in the local community, visit The Career Center at M. Robert Lowe Hall, South Campus.