



**HOFSTRA**  
UNIVERSITY.



- ▶ Office of Student Employment  
Human Resources Center  
North Campus  
Phone: (516) 463-6782  
[hofstra.edu/StudentEmployment](http://hofstra.edu/StudentEmployment)



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Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status in the conduct and operation of its educational programs and activities, including admission and employment.

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**student  
employment**

**find your edge.®**

## student employment

There are many part-time, on-campus jobs available to Hofstra students through the Office of Student Employment.

By working on campus, a student will enhance his or her resume, build connections with Hofstra's faculty and staff, and earn income to assist with college expenses. Hofstra is sensitive to the academic demands of college and provides schedule flexibility when the need arises for devoting time to studies.

The main categories of student employment are **undergraduate assistant** and **Federal Work-Study** positions:

**UNDERGRADUATE ASSISTANT** positions are available to Hofstra students enrolled for a minimum of three credits. Employment in these jobs, available year-round, is not based on financial need. An undergraduate assistant can be hired directly by a department that is seeking a student employee.

For **FEDERAL WORK-STUDY** positions, students must be referred by the Office of Student Employment. These jobs are available on a first-come, first-served basis, but eligibility for a Federal Work-Study position is determined by financial need – based on the Free Application for Federal Student Aid (FAFSA) completed for each academic year. Hofstra students should check their financial aid award letter to see if they have received Federal Work-Study eligibility for the current year. Students cannot approach departments directly for these positions. Appointments for referral to Federal Work-Study jobs are made at the beginning of each semester.

Job listings are posted on the Hofstra Web site and can be accessed by visiting [hofstra.edu/Jobs](http://hofstra.edu/Jobs) and clicking on "Student Jobs." Detailed information can also be found in the *Student Employment Handbook*, which can be downloaded as a PDF at [hofstra.edu/StudentEmployment](http://hofstra.edu/StudentEmployment).

In addition, job opportunities can be found on bulletin boards on the second-floor balcony of the Sondra and

David S. Mack Student Center, North Campus. The Mack Student Center is centrally located and open 24/7.

Student employee salary is considered taxable income by the Internal Revenue Service. All students who work on campus must complete payroll forms, including a W-4 for federal tax withholding, a New York state withholding tax form (residents and non-residents) and an I-9 for employment eligibility. To complete the hiring process, each new student employee must bring to campus an original identification document (no copies permitted), such as a Social Security card, birth certificate or passport.

The Office of Student Employment staff will be available this summer at Hofstra's New Student Orientation sessions. If you are interested in obtaining a job on campus, please complete and return the Student Employment card located in the forms section of your Welcome Folder. Additional information will be sent in mid-August to students who return the Student Employment card.

