

GENERAL STUDENT EMPLOYMENT FAQs

Where can I find a job?

Students who meet eligibility requirements may work in any of our hiring departments and can begin exploring opportunities via [Handshake](#). Students may also go directly to any department on-campus to inquire about student employment opportunities.

How do I apply for employment on campus?

Follow the application instructions for the job you are applying for.

How many hours may I work?

Non-international students may work up to 25 hours per week during the academic year (subject to department budget availability), and up to 30 hours per week during school breaks. International students may work up to 20 hours per week during the academic year (subject to department budget availability as well as the terms and conditions of their US visas), and up to 30 hours per week during school breaks.

May I have more than one job?

Students are permitted to work in only one on-campus job at a time.

What do I need to do to be cleared to start my on-campus job?

Before beginning work as a Hofstra student employee, among other onboarding paperwork, you must complete the Federal Form I-9 to verify your eligibility to work in the US. You will need to present ORIGINAL, UNEXPIRED identification (copies are not permitted), as mandated by the federal government. Acceptable forms of identification are listed at [on the US Center for Immigration Services site](#).

Do I need to re-complete onboarding paperwork for each job I hold on campus?

No, however, tax exemption certificates are only valid for one year. Any employee who claims “Exempt” from withholding is required to complete a new W-4 form by February 16th of each year to continue being exempt for the following year. Otherwise, his/her exemption will become single with 0.

How and when are student employees paid?

Students are paid in arrears and semimonthly in accordance with the dates set forth on the Student Pay Schedule, which can be accessed on the [Hofstra portal](#). You can pick up your paycheck at the Payroll Office on each Pay Day, however we strongly encourage students to [enroll in Direct Deposit](#) as your pay will be sent directly to your bank account.

Do I need to do anything if I leave a job before the end of the academic year or summer?

If you leave your position, for whatever reason, before the end of the academic year or summer, you must notify the Office of Student Employment by telephone or email and must include in such notification your last date of work. This notification requirement does not apply to short-term positions, i.e. day- or week-long positions.

May I return to the same job each year?

Yes, if you are invited to do so by your employer and if you maintain eligibility requirements. You do not need a new work permit if you are continuing a job from fall to spring, but you do need a new work permit for the summer or the next academic year.

Must I accept the job offered to me?

No. You will have an opportunity to consider the jobs available at the time you want to start working. After interviewing with a department manager and receiving a job offer, you decide whether or not to accept the job. If you decide not to accept a job, you may consider other jobs which are available, on a first-come, first-served basis.