



AUGUSTA UNIVERSITY

Jaguar Tips for Student Employment in College

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What is Student Employment?

STUDENT ASSISTANT PROGRAM (SA)

- Part-time, paid position at Augusta University for an enrolled student where wages are funded 100% by the hiring department.

FEDERAL WORK STUDY PROGRAM (FWS)

- Same as the Student Assistant *but funded differently*. The student qualifies via the Office of Student Financial Aid for Federal Work Study (FWS) funds.
- The hiring department typically pays 25 % of the wage and the FWS fund pays the remaining 75%.

Student Employment by the numbers...

Augusta University hired through Student Employment in the
2019-2020 academic year:

Federal Work Study Students Employed: **111**

Student Assistants Employed: **401**

Off campus Part-time positions posted via Career Services: **300+**

There are a limited amount of FWS awards, so eligibility does not drive the overall selection process by the hiring departments.

Student Employment Earnings \$\$\$

Example:

Department A wants to hire *Ima Student* to help with clerical work at \$8 an hour, 15 hours a week during fall semester (~15 weeks).

Department A will spend \$1,800 of their budget to pay her as a **Student Assistant**.

Department A will spend \$450 of their budget (25% of her salary) if she qualifies to be a **FWS Student**. FWS will pick up the other 75% of the salary, bringing cost savings to the hiring department.

Ima Student is paid the same hourly rate either way.

How do you know if you are FWS Eligible?

Students who indicate on the Free Application for Federal Student Aid (FAFSA) they are interested in Federal Work-study (FWS) may be *eligible* to receive an award ***IF you have unmet need after other aid is applied.***

- FWS awards are made upon completion of processing in the **Office of Student Financial Aid (OSFA)** and are allocated as funds are available
- Awards are offered by OSFA and students are notified **via their POUNCE account if awarded.** Awards are typically made during the spring for the following fall semester.
- **You should email the OSFA to confirm or decline interest in the FWS program.** If you already have an off-campus job you will continue in, please notify Monét Robinson quickly so other eligible candidates can be considered.
- If you would like to participate in FWS, once you send an email confirming interest to OSFA, you will receive an informational email with instructions to visit the Career Services student job portal called Handshake. All incoming students for fall term will have access to this portal at the beginning of fall classes.

Student Employment Requirements

Enrollment Status:

You must be enrolled in classes **at least half time to be eligible for *and continue*** in a position.

- Undergraduates must be enrolled at least 6 credit hours
- Graduate students must be enrolled at least 3 credit hours
- Exceptions may be made for summer if the student is not enrolled for summer courses but returning in the fall (dependent on funding sources available).

Academic Standing:


- You must maintain good academic standing.
- As a FWS Student, you must maintain **Satisfactory Academic Progress** standards.

Hours Worked:

- Student assistants and FWS students can work up to 25 hours a week unless on a Visa (these students can work up to 20 hours a week).
- You can only work 1 position at a time on campus. There are some exceptions for student assistantships but they must be coordinated with your hiring departments and HR to ensure you do not exceed the allowable hours part-time.
- **For Federal Work Study students only**, exceptions on work hour limits can be made during holidays and summer term, if funding permits.

Student Job Posting Portal handshake

 handshake is the campus online job board for students.

-  handshake includes on-campus part-time jobs and off-campus part-time, full-time, internship and seasonal hiring needs.
- Many positions will not post until the academic term begins
- All NEW, accepted students can access their Handshake accounts using their JAGNET credentials the first day of classes.
- Earlier access to Handshake may be granted if you are already accepted for a future term *via the link below.*
<https://ghsu.wufoo.com/forms/z1uto9n405zr6ma/>
- Visit <https://www.augusta.edu/careerservices/students/student-employment.php> for details on how to access your Handshake account for job postings, develop a resume and other insider tips!



AUGUSTA UNIVERSITY
Career Services

handshake USER TIPS

1. A **RESUME** must be loaded into your  handshake account, reviewed and approved by University Career Services **BEFORE** it can be released to apply to positions.
2. **Beat the rush!** Develop and get your resume approved with Career Services, **BEFORE** the start of your school term!
3. Search  handshake using “On Campus Student Employment” as the job type.
 - If you have a FWS award, you can apply to any Student Employment jobs.
 - If you don't have FWS, do not apply to listings that state ONLY FWS eligible.

UNIVERSITY CAREER SERVICES - UNIVERSITY HALL SUITE 210

706-737-1604 - careercenter@augusta.edu

www.augusta.edu/careerservices

TIPS FOR APPLYING TO STUDENT EMPLOYMENT OPENINGS

PREPARING TO APPLY TO POSITIONS

- If you are awarded FWS funds, **let any campus department you apply to know you are eligible and for how much. It is best to attach a copy of your award letter when you apply!**
- This ensures the department maximizes the funds in how they process you *if you are hired*.

REMEMBER

- FWS awarded students can apply to Student Assistant or FWS positions.
- **If you are NOT awarded FWS**, you should not apply to a *FWS only* posting because that department is saying they can only utilize students on FWS funds.

Offered/Accepted a Student Employment Job? Now What?

Human Resources will **require** the following to complete in-processing.

- **Hiring Paperwork** through Equifax (Coordinated through Benefits & Data Management)
https://www.augusta.edu/hr/university/university_benefits/studenthires.php
- Original documentation for I9 verification – examples: drivers license, passport, social security card, *VISA information (if on a VISA), etc.
- **Original social security card** (signed) must be shown to Benefits & Data Management at the time of processing.
- *Visa information required (if on a VISA):
 - **F1 Visa**
 - Valid Visa & Passport with Picture
 - I-94
 - I-20 – must include AU information & approval by AU Diversity Office
 - Original social security card
- Direct deposit information – voided check.

Student Employment Hiring Requirements for International Students

Visa Status

- Valid Visa & Passport with Picture
- I-94
- I-20 – must include Augusta University information & approval by Augusta University Diversity Office
- **Original social security card**

Consult with the Augusta University International & Postdoctoral Services Office prior to accepting or terminating any campus position to ensure you maintain proper documentation guidelines for your Visa authorization.

<http://www.augusta.edu/diversity/ipso/students/>

Reminders for Starting a Student Employment Position Once Hired...

WHEN HIRED, YOU CANNOT BEGIN THE POSITION until **ALL of the following items have been cleared in Human Resources:**

- Criminal Background Check is complete
- All in-processing is complete with Benefits & Data Management in Human Resources
- Drug screening is cleared (if you are to work in a lab)

Reminders for Starting a Student Employment Position Once Hired...

- You must clock in/out for proper time reporting
- You cannot work more than 25 hours per week between all positions (unless the student is a FWS/on a Visa then the student is limited to 20 hours per week)
- Must wear your employment badge while working
- Must be supervised at all times
- Speak with your supervisor immediately if you decide to terminate your FWS position to arrange an appropriate transition

Your professional reputation begins NOW,
take your employment seriously.

Student Employment (SE) STEPS

- **Prep resume draft using resources on Career Services website.**
 - > Submit resume draft to careercenter@augusta.edu and request a critique.
 - > State your enrollment term and how you can be reached
- **Students with a completed FAFSA on file will be notified by Financial Aid via Pounce if allocated a FWS award.**
 - > You must accept or decline the award.
- **Access employment listings via the Career Services website @ the Handshake portal (activated the first day of your enrollment term, using your Jagnet credentials)**
- **If hired for an SE position, begin hiring paperwork to be completed/processed in coordination with the Human Resources Benefits Department.**
 - > *Confirm your hiring department and HR know you have a FWS award by submitting proof of your FWS eligibility letter*
 - > Hire will be authorized to start work when all processing by Human Resources is complete.

STUDENT EMPLOYMENT – WHO TO CONTACT

HUMAN RESOURCES BENEFITS & DATA MANAGEMENT

- Handles all SE hiring paperwork and in-processing
- Handles exiting processing for when you leave an SE position

706-721-3770 / Roshunda Miller/ rosmiller@augusta.edu
699 Broad Street, 8th Floor, Augusta, GA 30901

https://www.augusta.edu/hr/university/university_benefits/studenthires.php

OFFICE OF STUDENT FINANCIAL AID – FEDERAL WORK STUDY

- Reviews and awards students for Federal Work Study
- Tracks the hiring, expenditures, terminations of FWS students

706-737-1524 / Monét Robinson/ monrobinson@augusta.edu
Fanning Hall, First Floor – Summerville Campus

<https://www.augusta.edu/finaid/employment.php>

CAREER SERVICES

- Facilitates departmental postings of all student employment listings to Handshake
- Assists students with resume development, interviewing skills, career planning and career counseling

706-737-1604 / Julie Goley / jgoley@augusta.edu
University Hall Suite 210, Summerville Campus

<https://www.augusta.edu/careerservices/students/student-employment.php>