Campus Student Employment Form

(First-time Work Study Students Only)

Sweet Briar, Virginia 24595 • (800) 381-6156 • Fax: (434) 381-6587 • financialaid@sbc.edu

ALL SECTIONS REQUIRE COMPLETION, UNLESS NOTED.

IDENTIFICATION

Student's name _____ Social Security no._____—_____—_____

Email _____ Box #_____ Cell Phone _____ Class Year _____

PREVIOUS CAMPUS EMPLOYMENT

Have you previously been employed in a Sweet Briar campus job? ☐ Yes ☐ No

If you checked "no," or have not worked at Sweet Briar College in the last year, you will be required to complete an I-9, all new-hire paperwork and present original ID before you begin work.

JOB PREFERENCES

Please list the departments in which you are interested in working in the coming school year. *(See Student Employers section.)*

1. _____
2. _____
3. _____
4. _____

☐ Check here if a supervisor has made a spoken or written commitment to hire you for the coming school year and provide the information below.

Department/Office	Job Title	Supervisor's name	Pay rate

CERTIFICATION

I agree to perform my job in a mature and responsible manner and to comply with the instructions of my supervisor and the policies and procedures set forth in the Campus Student Employment handbook. I understand that my paychecks may be funded partly by the Federal Work- Study program.

I HAVE READ AND UNDERSTAND THE GENERAL POLICIES AND ALL PROCEDURES LOCATED ON THE BACK OF THIS FORM. I UNDERSTAND THAT COMPLETING THIS FORM DOES NOT GUARANTEE ME A CAMPUS JOB.

Signature _____ Date _____/_____/_____

Return only this page to the Financial Aid Office, located on the third floor of Prothro Hall.

JOB SEARCH PROCEDURES

Completing and submitting the Campus Student Employment Form is the first step to securing campus student employment.

Students are required to secure their own campus jobs by applying to jobs listed on the Sweet Briar College website or by directly and respectfully contacting the departments in which they want to work. By filling out the Job Preferences section of this form, supervisors will have advance knowledge of your interests. To assist students in the job search process, open position descriptions of all available jobs are on sbc.edu/human-resources/student-job-openings.

JUMP START YOUR JOB SEARCH

By completing this form, you have taken the first step to securing a campus job. For a successful campus job search, remember these quick tips:

DEVELOP A BASIC RESUME. You must have a resume to apply for a student job on campus. If you need help getting started, contact Career Services.

READ YOUR EMAIL AND CHECK OUR WEBSITE. When a campus job opening is available, the first thing the Human Resources Office will do is post the position on the Sweet Briar website. If securing a job is high priority for you this year, bookmark the following link for quick reference: sbc.edu/human-resource/campus-student-employment

TAKE INITIATIVE AND ACT FAST! If you see a job you like, apply immediately. Many campus jobs are open until filled and most jobs fill quickly. Be sure to fill out the whole application. If you have any questions, contact the Human Resources Office.

GENERAL POLICIES AND PROCEDURES

Sweet Briar College participates in the Federal Work-Study Program (FWSP) and administers its own Sweet Briar Work-Study Program (SBWSP).

- Undergraduate students enrolled for at least half time (6.0 hours) are eligible for campus employment. Graduate and fifth (5th) year students must apply for employment through the Sweet Briar College Human Resources Department. All positions are part-time through the academic year. Students may not work more than 20 hours per week.
- All students are eligible to work on campus, but first priority for jobs is given to students who qualify for need-based assistance. All work-study eligible students are required to complete this form.
- All available campus positions are advertised through the Sweet Briar Website. If you are having trouble obtaining a job once you have arrived on campus, please contact the Humna Resources Office immediately.
- All students must show proof of US citizenship and complete all new hire paperwork prior to first date of employment. A list of documents necessary for verification of citizenship can be found at the U.S. Citizenship & Immigration Services website (www.uscis.gov/i-9-central).
- Students are paid biweekly for the hours they work. All students paid hourly are required to report their time through Paycom Time and Attendance and have it approved by their supervisor biweekly. It is an Honor Code violation to not report worked hours or to misreport hours in any way.
- Direct Deposit is required for all working students.
- Before you arrive on campus, you may begin receiving emails from the Human Resources Office with the subject line: NEW JOB POSTINGS. Review this email and its attachments for job descriptions and instructions on applying.
- During the week of orientation, students should attend Campus Student Employment Workshops. The Human Resources Office is available to explain the student employment process and answer any questions that students may have.
- While it is our hope that students will secure the job of their choice, competition for particular jobs often does not permit this during a student's first year. Creating a relationship with the department of choice or having on-campus references is often vital to landing the "dream campus job." Be open to working outside of your preferred department and remember that all work experience is valuable.
- More information can be found in the Campus Student Employment Handbook located on the Sweet Briar College website. All students are asked to review this information before they begin work.

Campus Student Employment is located in the Human Resources Office on the 2nd floor of Prothro. For more information please visit our **website: https://www.sbc.edu/human-resources/employment-opportunities/**

Student Job Departments/Supervisors/Positions

Department	Potential Position	Quick Description
Admissions	Admissions Ambassador	Provide campus tours and host students during overnight events
AR&D	AR&D Student Assistant	Maintain archival, checkout, and order of paper donor files, fund files, and foundation files
Academic Resource Center	ARC Student Tutor	Work one-on-one or in small groups with students seeking help with one or more specific subjects
Biology	Student Assistant for Biology	Assist with set-up and clean-up of all lab sections
Career Center	Student Assistant for Career Services	Assist the office of Career Services in their work with students
Chemistry	Chemistry Student Assistant	Prep labs, take down, and help students during labs
Environmental Studies	Greenhouse Student Worker	Reliably perform assigned tasks in the greenhouse or other campus agriculture areas
FAC	FAC Athletic Training Assistant	Aid in the functioning of the SBC athletic training room
FAC	FAC Front Desk Student Worker	Provide front desk coverage, monitor and assist with FAC patrons
FAC	Lifeguard	Supervise patrons using pool
Financial Aid	Financial Aid Student Office Assistant	Provide administrative support to the Financial Aid Team
Human Resources	HR Student Office Assistant	Provide administrative support to the HR Team
Library	Library Student Assistant	Assist patrons with checking items in and out, basic questions, desk cleaning, and locating items on shelf
Library Stacks	Library Student Stacks Assistant	Works in Library stakcs
Riding Center	Stable Worker	Assist with a variety of tasks related to the upkeep of the horses and stables.
Museum	Museum Student Assistant	Opens and closes gallery or museum, greets patrons, watches for any issues with artwork or museum pieces
Outdoor Program	Outdoor Program Leader	Lead patrons on outdoor adventure trips
Marketing/Communications	Student Photographer	Assist in photographing events and capturing the beauty of SBC
Registrar	Registrar Student Office Assistant	Provide administrative support to the Registrar Team
Resident/Student Life	Resident Advisor	Primary contact for students living in residential housing
Studio Art	Student Life Student Assistant	Art model or administrative support for art department
Student Life	Orientation Leaders	Liaison to new students and families during orientation prior to the start of classes
Theatre	Theatre Student Assistant	Support the needs of the Arts Division and performance needs of the Babcock Fine Arts Center.