



How much will I earn?

Beginning hourly wages range from minimum wage and up, depending on the job and skills required. Some positions are paid on a contractual basis. Students typically earn raises for exceptional performance.

When do I get paid?

Students are paid every other Friday. As part of the hiring process, you are required to have your earnings deposited electronically into your local or hometown bank account. These funds will be available to you on payday and your paycheck can be viewed online as early as two days before the scheduled payday. To view your pay details, log into your MyBGSU and click View Paycheck under Tools.

Do upperclass students get all the good jobs?

No, because some employers prefer to hire first- and second-year students. Training new employees requires an investment in time and effort. Most employers offer advancement opportunities and merit raises for excellent performance.

What if I can't find a job right away?

Keep checking Handshake. Department hiring needs change all the time. Jobs are posted when departments send job postings to Student Employment Services. You can also set up your Handshake account so that you are notified of job postings via e-mail. Jobs are posted throughout the year. However, the largest quantity and variety of jobs are available right before and during the first few weeks of fall semester.

What about dress codes?

Some departments have specific rules for dress, based on safety concerns, uniforms or the job type. Ask about the dress code during your interview. Most departments will allow you to wear your usual "student attire," as long as you are well groomed and represent the department (and BGSU) appropriately.

What if I don't like my job?

You are not limited to the first job you choose. Take a reasonable amount of time to adjust to your new work environment. Students often change jobs due to scheduling conflicts, change in majors, or to take an off-campus job, such as a co-op or internship. If you have good work habits and a willingness to learn, you shouldn't have trouble finding and keeping a job.

What if I want to work off campus?

We also help students find off-campus part-time and seasonal (including summer) employment. Off-campus job postings are also available by accessing Handshake. For more information about off-campus jobs, contact us at 419-372-2865, or visit our office.

Where can I get more information?

Check out the "Student Employment" information on our website at bgsu.edu/stuemp, call us at 419-372-2865 or stop by 225 Bowen-Thompson Student Union.

STUDENT EMPLOYMENT SERVICES

We're here to help.

BGSU Student Employment Services can help you succeed in obtaining employment, regardless of your experience level.

For more information be sure to visit our website at bgsu.edu/stuemp

225 Bowen-Thompson Student Union
Bowling Green, OH 43403-0161
Phone: 419-372-2865
Fax: 419-372-0357
bgsu.edu/stuemp

Bowling Green State University is an affirmative action and equal opportunity employer and educational institution. Student Employment Services will not knowingly cooperate with or support organizations that discriminate, nor will it employ the services of these organizations

STUDENT EMPLOYMENT SERVICES



Frequently Asked Questions about Working on Campus

bgsu.edu/stuemp

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What types of jobs are available at BGSU?

Students work in nearly every academic department, administrative office and auxiliary area on campus. Jobs are also available in areas that support the daily operation of the University, such as Dining Services, Campus Operations and in residence halls.

How do I find a campus job?

Access Handshake via your MyBGSU portal by clicking on the yellow icon. When Handshake opens, you'll be asked a series of questions to help you begin the process of updating your personal information and academic profile. After you've set up your profile, you'll be taken to your interactive Dashboard where you can upload your resume, begin your job search for on-campus and off-campus jobs, and many other exciting activities. Handshake contains Full-Time and Part-Time jobs, On-Campus Regular and Work Study jobs, and Internships. Go to Jobs on the top navigation bar and find your desired category.

For Work Study positions, you must be eligible for the Federal Work Study program through Student Financial Aid. After clicking on the category you are interested in, a list of job postings will appear. For more information about a specific job, click on the job title and a new window will open with all of the details pertaining to the job and how to apply.

To create a saved search click on the "Create Search Alert" tab. You can receive a daily/weekly email or receive notification of your saved search via your Handshake dashboard.

What is Federal Work Study (FWS)?

FWS is a source of federally funded, need-based financial aid. Students must file the Free Application for Federal Student Aid (FAFSA) to be considered for FWS. FWS eligibility is listed on your Financial Aid Award letter, and if you are eligible, can increase your campus employment opportunities. If FWS is not included on your Financial Aid Award letter and you are interested in a specific FWS job, contact Student Financial Aid (SFA) at 419-372-2651 and ask to speak with an advisor. It may be possible to add FWS to your financial aid package, although this adjustment may affect your other financial aid.

What if I don't have much work experience?

Don't worry. Most jobs provide on-the-job training. If special skills are required, they will be listed on the job posting. If you have a resume, attach it to your e-mail inquiry. Make sure to include co-curricular activities such as school clubs, sports or volunteer organizations that you have been involved with, especially leadership positions. Resources for writing a resume can be found at the Student Employment Services homepage at bgsu.edu/stuemp. Click on "Student Employees" and choose "Creating my First College Resume". If you would like assistance in creating or updating your resume, schedule an appointment with Student Employment Services by calling 419-372-2865.

bgsu.edu/stuemp

Is it a good idea for me to work my first year?

Research shows that first-year students who work on campus a few hours (8-12) per week actually do better overall in college, and have a better chance of continuing on as sophomores. Working on campus will help you adjust to campus life, while getting more involved in the college experience. It can also lead to more challenging work, including co-ops and internships.

Do I have to fill out an application?

Not to search for a job. Some employers may ask you to complete a department application as part of their hiring process. There is no campus-wide application.

What do I do after I find jobs that interest me?

Based on your interest, qualifications and schedule, you should call, visit or e-mail the contact person to arrange an interview according to the instructions on the posting. You may have to interview with more than one employer before you are offered a job. When you apply and interview for positions, be sure to write down the job title and department, information about the contact person, and any notes regarding application and interview dates.



What do I need to start working?

Once hired, your employer will initiate the hiring process. You will need to complete the following forms:

- Employment Eligibility Form (I-9 form), electronic
- Ohio Public Employee Retirement System (OPERS) Exemption Form or OPERS Membership Enrollment Form
- SSA-1945, Statement Concerning Your Employment in a Job Not Covered by Social Security
- W-4 (federal tax withholding)
- IT-4 (state tax withholding)
- State of Ohio House Bill 66
- Direct Deposit

In order to comply with US Citizenship & Immigration Services regulations all employees must present the appropriate documents for employment authorization and completion of the I-9 process. While various pieces of identification are allowed, most students choose to present:

- Passport **OR**
- Photo ID (Driver's license or BG1 card) and one of the following:
 - Original or certified copy of birth certificate
 - Original Social Security card
 - Alien registration card
 - Certificate of citizenship or naturalization

Direct Deposit is required. You will be asked to provide a bank routing number and your account number.

How many hours will I work?

Typically, students work 10-15 hours per week, but your schedule will depend on the job and your class schedule. Each job posting lists the total number of hours per week that are required. Most offices are open from 8am-5pm, Monday through Friday. However, evening and weekend shifts are required in some departments, such as BGSU Dining, Recreation and Wellness, University Libraries and Residence Life.

International students are limited by Federal law to work no more than 20 hours per week.