Frequently Asked Questions about Working on Campus

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 Payroll Information under Employee Self-Service.

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 WorkNet. 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 WorkNet 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 WorkNet. 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, or stop by 318 Math Sciences Building.
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 “Advanced Search” tab. Follow the directions listed on the screen. The saved search will enable you to receive an email message when a job that meets your search criteria is posted.

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 419-372-2851 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.

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.

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 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)
- 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)
- 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.

bgsu.edu/stuemp