Student Worker Application for On-Campus Employment

DIRECTIONS

At the beginning of each semester, on-campus student worker jobs become available. An on-campus job carries with it the same responsibility for punctuality and conscientiousness as one off campus. The College reserves the right to limit the hours a student may work on campus.

Step 1 – Submit your Application and Résumé to Career Development Center (CDC)
Students interested in applying for Concordia College student worker positions must submit the following to the Career Development Center, 1st floor Sieker Hall or via email cdc@concordia-ny.edu:

- Student Worker Application for On-Campus Employment – available in Career Development Center (CDC) or on the CDC website, under On-Campus Employment http://www.concordia-ny.edu/academics/career-development-center.cfm
- A copy of your current résumé
- Your Student Worker Application for On-Campus Employment and Résumé will be posted on the “S” drive in the CDC folder for on-campus hiring managers to review.

Step 2 – Apply for On-Campus jobs via CAREERLink

- All on-campus jobs will be posted on CAREERLink, the College's on-line career and internship services system https://concordiany-csm.symplicity.com/
- Please log in using your CCNY email, which is also your User Name.
- All current Concordia Students have a profile in CAREERLink. If you forgot your password, or have not yet activated your profile, click on “Forgot my Password”, enter your username and click “go”. A password will be sent to your CCNY email.
- Upload your application & resume in the Documents section of CAREERLink
- On-Campus Jobs are listed under Jobs - Student Employment. Please review the positions and note the application instructions: Hiring managers will either:
  - Accept student applications & resumes via CAREERLink or
  - Will review the student applications and resumes on the S drive and will follow-up with selected students directly.
- If you need assistance with updating or accessing your CAREERLink profile please stop by CDC.

Step 3 – Getting Hired

- On-Campus hiring managers will contact students directly for an interview.
- Once hired the hiring manager will give the student the Student Worker Authorization for On-Campus Employment form; Part A is completed by the hiring manager and Part B by the student.
- Students must have the Authorization form signed by CDC and the Financial Aid Office prior to submitting it to the Business Office. CDC will provide students with a Guide outlining the necessary paperwork to complete the hiring process.
- Students may not begin working on-campus until the required Authorization form and hiring paperwork is submitted and approved by the Business Office.
- Rehired students must have their Student Worker Employment Evaluation from the previous academic year on file in CDC.
- Rehired students must submit an updated Student Worker Application for On-Campus Employment and résumé at the beginning of the academic year.

Step 4 – Once You are Hired

- All student workers must work hours as authorized by the hiring manager.
- Once your hiring paperwork is completed & submitted to the Business Office you can be entered into the Paycheck Time & Attendance System. Please see Career Development Director for this.
- It is the student’s responsibility to ensure that he or she has does not exceed twenty hours in a work week, TOTAL -which begins Monday and ends Sunday.
- Students must factor the hours equivalency for any stipend position into the twenty hours of work allowable in a work week.

All new hire paperwork must be completed within three (3) business days of employment/start date as required by the U. S. Department of Homeland Security; W-4 form must be completed each academic year. These documents are part of the new hire packet given to new hires in the Business Office.
Student Worker Application for On-Campus Employment

First Name ______________________ Last Name ___________________________________

Home Address _______________________________________________________________________

City __________________ State ___________________ Zip Code ____________________________

Telephone ___________________ Student Identification Number ______________

Select one: [ ] Commuting Student [ ] Resident Student

Are authorized to work in the U.S. on an unrestricted basis? ( ) Yes ( ) No

Was Work-Study part of your Financial Aid package? ( ) Yes ( ) No

What is your program of study? __________________________________ What is your GPA? ____________________________

Date you can begin employment: ______________ Have you attended a student worker orientation? _____

Select One:

[ ] I am not employed by Concordia College at this time.

[ ] I am employed at ______________________________ Office(s) and not interested in keeping my application accessible for hiring managers.

[ ] I am employed at ______________________________ Office(s) working _____ hours a week, and I am still interested in keeping my application accessible to hiring managers.

Hours of availability:

Fall Semester [ ]

Monday: ______________________

Tuesday: _____________________

Wednesday: __________________

Thursday: ____________________

Friday: _______________________

Saturday: _____________________

Sunday: ______________________

Spring Semester [ ]

Monday: ______________________

Tuesday: _____________________

Wednesday: __________________

Thursday: ____________________

Friday: _______________________

Saturday: _____________________

Sunday: ______________________

Is there a particular office for which you are interested in working? __________________________

Are you interested in Federal Work Study positions that are off-campus? [ ] Yes [ ] No

Student Signature ____________________________ Date _________________________________

Directions: Attach a current resume to your completed application and return by email to cdc@concordia-ny.edu or in person to the Career Development Center, 1st Floor Sieker Hall. Incomplete applications will be returned.