A UMASS LOWELL GUIDE TO STUDENT EMPLOYMENT

uml.edu/studentemployment
Working through the community service program was an amazing experience; I grew as a person and learned a lot about myself. This whole year changed me as a person and I loved working in the community; I built a lot of great relationships.

"Working on campus has made me feel more invested in the UMass Lowell community and also in my education."

"My position in student employment has prepared me for the future ... I have gained valuable skills that will help me to build my résumé and a network of resources in the supervisors I have worked for."

The flexibility in hours makes it more convenient for me to work on campus in between my classes and keep up with my studies.

In 2017-2018

Over 1,000 students participated in student employment

5% of those students held off-campus community service positions

Students earned an average of $3,500

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Welcome to the UMass Lowell Student Employment Program. With approximately 1,000 participants in the program each year, students are able to choose from a wide variety of positions on campus. These positions offer students flexibility in scheduling, a comfortable work environment and a competitive salary. Whether building on existing skills or adding new skill sets, students are able to enhance their résumès while earning money to defray the cost of their education.

Read through this booklet carefully and use the Student Employment To-Do List on the back cover to help get you started. Visit our website (uml.edu/studentemployment) and follow us on Facebook at UMLstudentemployment for additional details.

All future student employment communications will be sent to your UMass Lowell student email address. Please feel free to contact the Student Employment Office at Student_Jobs@uml.edu if you have any questions. We are happy to assist you.

Candice Garabedian
Manager of Student Employment
Eligibility to participate in the Student Employment Program is based on filing a FAFSA form and your financial need. Students are offered student employment awards as part of their need-based financial aid package. Only students who were offered UML employment or federal work-study awards are eligible to work through the student employment program.

The university does not place students into positions. We feel it is important for students to find the position and supervisor that is right for them. Most student employment positions are located on campus. Students can apply for general employment positions at $11/hour. Some positions that require specialized skills start at $12/hour.

Students who receive a student employment award as part of their financial aid package may opt to participate in the Community Service Program. Wages typically start at $12/hour. These positions are located off campus, primarily within the Merrimack Valley.

Employing students in community-service based jobs not only helps to serve the needs of our community but also gives students enriching and rewarding real-life experiences. Examples of community-service work include tutoring in a local school system through the Jumpstart program, working with city hall officials, assisting in an IT office, organizing summer concert series or repertory theater shows, planting a community garden or developing community-based programs.

All current listings for open positions can be found through JobHawk, our online student employment system, uml.edu/studentemployment. Training materials for this system can be found on the Students page within JobHawk.

JOIN JUMPSART TO PUT CHILDREN FIRST

• Work with preschool children on language, literacy, and social-emotional skills
• Earn Federal Work-Study*
• Receive professional training in early education
• Serve 10-12 hours per week with a team of your peers
• Receive a Segal AmeriCorps Education Award following your service*

*Subject to eligibility and varies by location

Apply Now! Jstart.org/apply
For more information contact
Cassandra Hopkins, Site Manager
978-934-4621 • Cassandra_hopkins@uml.edu

We’re working toward the day every child in America enters kindergarten prepared to succeed.
The Early Bird Catches the Worm!
You can begin your job search in JobHawk as early as **August 1**.

You must complete some federally required employment forms before you begin working. You should not begin working until you receive a confirmation email from our office.

**Using Your Award to Pay Your Tuition Bill**
Your student employment award does not guarantee a job on campus. The award allows you to apply for positions that require student employment funds. The award amount does not automatically get deducted from your tuition bill.

You have an option to automatically assign 70 percent of your earnings to your bill. By enrolling in this program you authorize the university to apply 70 percent of your biweekly earnings toward your bill, receiving the remaining 30 percent for your own use. For more information, please visit our website.
Flexible Work Schedules and Financial Benefits!

Gaining valuable work experience and earning money to help with educational expenses are only two of the advantages of working through the Student Employment program. Student employment supervisors recognize that you are a student first.

They will work with you to set up a work schedule that meets both their needs and yours. You’ll also obtain transferable skills, explore career options and work with faculty and staff.

Required Employment Documentation

Before any student can begin working, he or she must complete and submit a W-4/New Hire Packet. The packet can be found on our website and may be submitted electronically. The packet includes the following:

> Student Employment Terms & Conditions Form
> W-4 (Federal Tax Withholding Form)
> 70/30 Withholding Form
> Direct Deposit Form

An I-9 (Employment Eligibility Verification Form) is also required, but must be completed and returned in person directly to the Student Employment Office at University Crossing. This is not included in the W-4/New Hire Packet.

In order to complete the I-9 you must bring in two original forms of valid identification as listed on page 9 of the I-9 form. Photocopies will NOT be accepted.

Remember: No student is allowed to begin working until he or she receives email approval from the Student Employment Office.
Submit your completed New Hire Packet electronically and your Federal I-9 form with two original forms of valid identification directly to the Student Employment Office. See page 6 for details.

Log into JobHawk beginning August 1, 2018 at uml.edu/studentemployment.

Check out the training guides and web tutorials available within JobHawk on the Students page.

Create a résumé and upload to your JobHawk profile in order to apply for jobs.

Search for and apply to the positions that interest you.

Watch your email and JobHawk account for replies from employers regarding setting up an interview.

Accept ONLY ONE job! Wait for an approval email from the Student Employment Office. This email will include details about how to track hours worked and receive your biweekly paycheck.

Have a great experience, improve your skills, make new friends and spend your paycheck wisely!