Welcome to the Class of 2020!

The information below will give you an in-depth overview to campus employment. If you have any questions, please feel free to contact me at the Student Employment Office located in the Office of Financial Services in the Garrison-Foster Health Center building. I look forward to assisting you with your campus employment needs.

Sincerely,

Wm. U. Pottle
Student Employment Coordinator
207-859-4130
E-mail: wupottle@colby.edu

GETTING HIRED

All students may seek a campus job. That said, a priority of the Office of Financial Services is to assist Federal Work-Study students and International Work students obtain the necessary hours to meet their financial aid earnings award. During the summer, the College offers all first-year Federal Work-Study students and International Work students with a work-study award in their aid packages access to the student employment search-and-apply web page. In September, all students will have the opportunity to search and apply for work on campus. It is recommended that students continue in their job for at least one semester before changing jobs.

The Office of Financial Services maintains a “Student Job Openings” web page that students may view (after July 1st) to see what jobs are currently open. You may access this page from the Colby home page or from the Student Employment web page (http://www.colby.edu/administration_cs/financialservices/sfs/stuemp). This office also maintains a printed Student Job Book (detailing all student jobs on campus) that is available for viewing or you may access the job book from the Student Employment web page.

The number of jobs a student may work is initially limited to one unless the job does not provide enough hours to meet the student’s aid award. Depending on the availability of positions throughout the year, a limit of one job per student will be imposed and those who are working more than 9-12 hours per week may be asked to reduce their hours to allow other students to work.

STAYING HIRED

The College relies on student workers in all facets of operation and expects a conscientious attempt on the students’ part to be good employees. Student workers are expected to be dependable, prompt, responsible and honest. Campus employment is, after all, optional. Students need to balance their academic and extracurricular activities with their work assignment. Illness, exams, participation in athletics or an off-campus Jan Plan do not necessarily excuse a student from work. Departments maintain different policies and practices so employees and employers should agree on the ground rules upon hiring. The student employment coordinator is available to assist students who have questions or concerns about their particular job(s).
PAY RATES
Pay rates vary depending on the level assigned for each specific position listed in the Student Job Book.

**Level I** positions typically do not require previous experience or training. Often Level I positions require typing skills, word processing, telephone etiquette skills, attention to detail and neat handwriting. They often require a person to be friendly and professional and to maintain confidentiality. Student workers will generally need training and close to moderate supervision. Typical job duties may include stuffing envelopes, answering phones and taking accurate messages, photocopying, filing, data entry, running errands around campus and helping with special projects. Some positions require the student to handle money or to operate equipment. Examples of Level I positions include: Clerk, Mailroom Worker, Circulation Clerk, Trainer Aide, Cashier, Customer Service, Dispatcher, Jitney Driver, Box Office Worker, Projectionist, Telephone Reception Clerk, and Concert Usher.

**Level II** positions in the Level II category often require advanced skills, knowledge, coursework, experience or proficiency in a particular discipline. Some may require fluency in a foreign language or advanced writing skills. Office jobs requiring previous experience or a high degree of responsibility and independent work may also be Level II positions. Some positions may offer extensive on-the-job training or require the ability to work with minimal supervision. Some positions requiring physical labor may also fall into the Level II category. Job duties may include research, tutoring, updating web pages or grading papers. Students may be responsible for an aspect of a program. Some positions may require physical labor such as sweeping or raking. Examples of Level II positions include: Web Assistant, Research Assistant, Teaching Assistant, Laboratory Assistant, Phonathon Assistant, Tutor, Technical Assistant, Preservation Assistant, Scene Shop Assistant, Lifeguard, Peer Mentor, and Custodian.

**Level III** positions are usually positions where students supervise other students, or where they are responsible for the success of an entire program. These positions involve a high degree of training, extensive previous experience (such as an internship) or responsibility. These positions often require extensive computer skills, telephone skills, interpersonal and organizational skills. They require the ability to work with little or no supervision. Certain positions requiring physical labor may also fall into the Level III category. Job duties may include hiring, training, scheduling and supervising other students or assuming responsibilities for coordinating a program or physical labor such as pot washing. Examples of Level III positions include: Advanced Research Assistant, LRC-Media Specialists, Spa Program Director, Post Office Student Supervisor, Overnight Hosts Coordinator, Fitness Center Supervisor, Lifeguard Supervisor, Colby Volunteer Center Director, Manager Colby Symphony Orchestra, Weekend Dorm Trash Removal Supervisor, Scheduling Coordinator, Student Security Supervisor, COOT Coordinator, and House Manager.

GETTING PAID
Students who have not previously filed Form I-9, W-4 and Maine Form W-4ME with Colby should complete these forms in person during new student orientation if they have a work-study award, students without awards can complete the forms once they have a job offer start date at the Office of Financial Services – Payroll Office before working at Colby.

All student “work hour” entry for the academic year is done on the web. Web time entry and a list of biweekly student pay periods can be accessed on the Payroll web page (http://www.colby.edu/payroll/). Before time entry on the web can occur, the supervisor must complete an electronic E-SPAF (Student Personnel Action Form). Paychecks will be in student mailboxes on Friday morning after the end of the pay period provided all information is submitted on time, or if students have elected to have their pay direct deposited, their pay will be in their bank account on Friday morning after the end of the pay period. Students will receive their pay by check for the first pay period after the request for direct deposit; subsequently it will be directly deposited. Students will be notified via email of the amount that was deposited to their account.

It is the responsibility of both the student and the employer to submit the required information in a timely fashion. By entering time on the web both the student and the supervisor attest to the accuracy of the hours worked. Any falsification of information on the student’s part could result in disciplinary action, such as referral to the Dean of Students or the Student Judicial Board.

**OTHER INFORMATION**
If you have questions regarding Payroll or time entry, please contact the campus payroll office.

4/12/2016