Muhlenberg College Student Employment

How does student employment work?

Muhlenberg College currently employs just over 700 student workers. There are “financial aid” positions funded by the Federal Government through Federal Work Study dollars or Muhlenberg College Employment. Others are funded directly by the college and individual office budgets. Some students work consistently over the course of the year, averaging between eight and twelve hours a week. Other students work periodically and have secured jobs that allow them great flexibility in their work schedules.

Types of Jobs

There are a variety of positions ranging from shelving books in the library, community service, monitoring the weight room in the Life Sports Center, video taping of sporting events, working at one of the information desks, working behind-the-scenes at the theater, photocopying and filing to higher-level positions utilizing computer skills, subject expertise, and/or the ability to read a foreign language, lifeguarding, and scientific research. Some positions will be behind-the-scenes; other jobs will involve dealing with the public.

How to Find a Job

The Office of Financial Aid located in the basement of the Haas College Center will have a listing of financial aid funded positions for the 2011-2012 Academic Year available during First Year June Advising. There will be additional positions listed in the office by the beginning of classes. Each job listing contains the supervisor’s contact information, hours they are looking to fill and a job description. It is the student’s responsibility to secure a job. Since jobs are generally filled on a first come, first serve basis, a student should begin their search upon arrival on campus. Students at a loss at how to begin should come in and speak with anyone in our office. We will be happy to help them find a position!

Hours

In order to earn the $1800 that is typically awarded in the financial aid package, a student has to work approximately 8-10 hours per week. Some positions require students to work during daytime office hours, Monday through Friday. Other positions involve evening and/or weekend hours. Some have very flexible hours; others will require the student to keep to whatever schedule is established.

Pay

Students are paid $7.50 per hour for student employment positions paid through financial aid funds. If all of the student’s employment paperwork is complete, the student receives a monthly paycheck for their work done. The paycheck belongs to the student. Wachovia Bank is the bank Muhlenberg College student employment paychecks come from. They will cash them for a fee if the student does not have a Wachovia account. There are three Wachovia banks within walking distance of the campus. NOTE: Wachovia is changing over to Wells Fargo.

Non Financial Aid Campus Jobs

- Political Science Polling Center w/ Dr. Borrick
- Annual Giving Office Phonathon
- Java Joes (coffe shop in Seeger’s Union)
- Tutoring (Academic Resource Center)
Each student worker is required to complete a student employment contract for each job they hold each academic year. Once a student has secured a job, they can obtain the contract from the Office of Financial Aid. This contract gets completed by the student and the supervisor.

Each student must also complete a W4 Form every academic year to update the withholdings they want. Most student workers will place a ZERO in the withholdings section, but some students who have other jobs during the calendar year may wish to have the college withhold additional money. The first time a student works at Muhlenberg College, they must complete an I9 Form. This proves the student’s eligibility to work in the United States. Students must complete the form and then return it to the Office of Financial Aid with originals or copies of the acceptable documentation. A complete listing of the acceptable documentation is on the back of the form. A typical student will bring a copy of their passport (with a legible picture) or a copy of their birth certificate or social security card. The student will also need to show us their Muhlenberg ID or Driver’s License.

In order to make sure you get paid in a timely manner (since there is only one specified student pay day each month) the students should come to campus with this documentation.

While students can begin working without their documentation being completed, they cannot get paid until it is all completed. Timesheet and Pay Schedule will be available in August.

Q: I am concerned that I won’t be able to do student employment and stay up with my school work, can I not work Fall Semester and work in the Spring?
A: Most offices hire students for the entire academic year. So, while you can not work in the Fall, there will only be a very limited number of jobs that open up in the Spring due to attrition, study abroad conflicts or schedule conflicts. In order to earn the $1800 student employment award, a student only has to work 8-10 hours per week. That is only a couple hours a day. Most students can easily fit that into a schedule. AND, studies have shown that student workers actually get better acclimated to campus life.

Q: Can I have more than one job?
A: Because we have a limited number of student jobs, students with student employment as part of their financial aid package may only have one “financial aid job”. However, if a student does want more hours, a student could hold a “non financial aid job” (like in the polling center, phonathon, Java Joe’s Coffe).

Q: If I don’t want to work the full 8-10 hours, can I find a job with fewer hours?
A: Some positions require fewer hours OR supervisors are willing to split a position between two students. Just be aware you will not earn the full $1800 and the Office of Financial Aid will not make up the difference in your financial aid package.

Q: I will be playing a sport on campus. Can I work on campus with my class and sports schedule?
A: Many students work on campus, study and play a sport. Some students are able to secure a position during their “off season”. Some students work in the Life Sports Center and schedule hours around their sports schedule. Some students work in offices but are up front with their supervisors about days they may need to miss or leave early because of their athletic schedule. Check with upper class students on your team about where some of them work.

Q: If I turn down work my first year but wish to work my sophomore year, is that possible?
A: It is possible. But not a guarantee. Let the Office of Financial Aid know at the time you turn down student employment.

DON’T WAIT TOO LONG TO FIND A JOB! STOP IN THE OFFICE OF FINANCIAL AID AND A STAFF MEMBER WILL BE HAPPY TO HELP YOU SORT THROUGH ALL THE JOB POSTINGS AND POINT YOU IN THE RIGHT DIRECTION!
Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

“To catch the reader’s attention, place an interesting sentence or quote from the story here.”
This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it’s a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you’ve received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you’ve created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.