

# SIMPSON COLLEGE

## Student Employment Information

### Student Employment Program

Simpson College provides students with the opportunity to work part-time on or off-campus through the Student Employment Program. All Simpson students desiring to have a job on campus are eligible for the program but must secure their own position.

Employment amounts average \$1,500 per year, with the average student working 6-7 hours per week. The current wage rate is \$7.25 per hour. Student employment being a part of your financial aid offer is not a guarantee of employment. It simply means you are eligible to apply for a position on campus.

All positions are posted on Handshake as they become available. New incoming students will receive their Handshake login credentials at SOAR and can begin applying for desired positions immediately. It is the student's responsibility to apply for any desired position. Simpson supervisors will follow-up with student applicants for interviews and hiring decisions.

Simpson, in partnership with area community service employers, is committed to using a portion of its Federal Work-Study funding to encourage participation in community service employment. These positions are also posted on Handshake and may require a vehicle for transportation to and from the jobsite.

Student employment earnings are paid bi-weekly for hours worked during the previous two-week period. Direct deposit to either a checking or savings account for bi-weekly pay is recommended and requires you to complete a direct deposit form.

### Handshake

Handshake is a recruiting platform for all Simpson students. Handshake uses cutting edge technology to help you more easily connect with both on and off-campus employers and source jobs, internships, and employment recruiting event information.

Students will receive their Handshake login credentials and Handshake training during SOAR and will have immediate access to Handshake following SOAR. Students will use Handshake to complete an application for each campus position they are interested in.

## Employment Requirements

- You must be a student enrolled at Simpson College to participate in the Student Employment Program.
- You must be making Satisfactory Academic Progress for financial aid purposes in order to participate in the Simpson College Student Employment Program.
- You must **NEVER** work during your scheduled classroom hours as your primary purpose for attending Simpson College is to achieve your educational goals.
- It is important that you understand the responsibilities of the job. You will be adequately and properly trained by the department in which you are working. You will be given a job description before you begin your employment. Read the job description carefully and ask your supervisor any questions you may have.
- You will be required to read the student employee handbook and uphold all policies in such handbook.
- As a student employee, you MAY encounter confidential information, as such you will be required to sign a confidentiality agreement.
- You must complete all required employment forms PRIOR to beginning your student employment.
  - Federal W-4
  - State W-4
  - Federal I-9 Form, including required identification documents
  - Direct Deposit Form (optional but strongly preferred)