



ALMA COLLEGE

1st Year Work to Earn Program

Congratulations on being entered into the 1st year Work to Earn Program. This is a great opportunity for you to locate employment on campus, earn some funding to cover expenses, and network with your peers and campus employees. As with any employment opportunity there are steps you need to take for the opportunity to receive a position on campus.

Please visit www.alma.edu/finaid and select **Work-Study & Other Employment** from the menu on the right. Here you can find what types of jobs will be available and the requirements. You can use this to determine ahead of time what positions you would like to apply for and that would work best for you.

- STEP 1:** Complete your employment profile on-line at <http://www.alma.edu/gateways/students/> under Employment & Service. Select Campus Jobs. **(Must be a deposited student to access this area)**
- Students who have paid their deposit should complete the profile by **May 26th**
 - Information we already have for you will pre-populate any applications you complete.

- STEP 2:** Complete applications for **at least 5** open positions on-line at <http://www.alma.edu/gateways/students/> under Employment & Service. Select Campus Jobs.
- Positions will be **posted by May 26th** and applications must be **completed by July 24th**
 - Employers will be reviewing applications and will contact you directly for interviews after August 1st.
 - Respond to **any and all inquiries** including e-mail, phone, text, mail within 3 – 5 days, earlier is better!

- STEP 3:** Complete all employment paperwork so you are ready to start. <http://www.alma.edu/offices/financial-services/payroll-employment-forms/> (select 2017 Student Employment Packet)
- Must be completed by **August 31st** (orientation week)
 - There will also be the opportunity to complete the required forms at the Becoming a Scot days in June and July.
 - Confirm start date and time with your supervisor
 - Setup any training needed ahead of time

RESPONSIBILITIES FOR ON-CAMPUS EMPLOYMENT

- ✓ Be on time for work and communicate with your supervisor if you cannot be at work or need to adjust your times.
- ✓ Be respectful of customers, co-workers, and your supervisor. Many positions on campus serve the community as well and we need to be mindful of the impression we leave.
- ✓ Complete your time card on time and accurately. Make sure to get it to your supervisor in time to be signed so you get paid on time.
- ✓ Additional responsibilities may be required by immediate supervisor.

IMPORTANT INFORMATION ABOUT THE PROGRAM

- Not meeting deadlines can result in removal from the program.
- You may not receive an offer from your first position choice. Declining an offered position may result in not receiving employment.
- If you are hired and the position does not work out there may not be other employment available.
- Have questions? Review FAQ's on the back for more information and you can also E-mail campusjobs@alma.edu.

FREQUENTLY ASKED QUESTIONS

1. What is the timeline for applying for student employment?

A: You must apply for positions before July 24th. The job openings are closed after July 24th and the interview process begins.

2. How can I determine my hours of availability?

A: First map out your class schedule, then identify study times and meal times. This will assist you in identifying times you would be available to work. Remember you likely will not work every day so show times each day that you may be available to work. Please note that work hours should not impact your homework/study hours.

3. What are the expected homework/study hours for a student?

A: According to the Higher Learning Commission (Alma College's accreditation body), students are expected to complete a total of 45 hours of work for each credit earned. An example: every FYS class counts as 1 credit during Orientation Week and 4 credits during the 14 weeks of Fall term, so during the term typical students should expect to spend no less than 12 hours per week on this course. This includes both the 3 hours spent in class and all additional reading and work completed outside of class.

4. How do I communicate with potential supervisors?

A: Respond to your emails/texts frequently, and check your Alma College email regularly. Remember to use professionalism when responding to emails/texts. An example of an email using professional etiquette is below:

Dear Mr./Mrs./Ms./Dr. Scot,

Thank you for the opportunity to apply to the open position in your department. I look forward to the chance to meet with you in person. My available days and times are Mondays, Wednesdays, and Fridays, from 3-6 p.m.

*Sincerely,
(Your full name)*

5. What are the benefits of working on campus?

A: Employment on campus has many benefits. A campus employer is more likely to be flexible with your schedule to accommodate class schedule and study times. In addition, working on campus provides you the opportunity to get to know people on campus and learn more about campus. It is a great resource for networking.

6. What skills will develop though a campus job?

A: Students who work on campus develop a variety of skills to assist in their professional lives. Students learn office etiquette, how to work with various computer software programs and other technology; students also develop leadership skills and the ability to plan and implement programs. These are just a few skills a student can develop working on campus.

7. What are the minimum and maximum hours I am allowed to work per week?

A: A maximum of 15, and a minimum of 5 hours per week.

<http://www.alma.edu/student-jobs/>