

## Student Employment for Class of 2013

### Where and when can I look for a job and start to apply?

- Students search for their own jobs by going to the Student Employment website at <https://wellesley.studentemployment.ngwebsolutions.com>
- Once you proceed through the “security alerts”, you can view postings of jobs that are available.
- You can view this job information at anytime but you will need to set up a password to log-in in order to apply for jobs on-line and sign up for JobMail (you will receive automatic emails when jobs are posted). This log-in and password are different from other passwords or PIN numbers you will use on-campus.
- The majority of jobs for the academic year will be posted near the end of August. Most employers will not expect applications until at least Orientation week.

### What types of jobs are available?

- Most of the available jobs posted on the website are for on-campus jobs.
- Off-campus jobs posted are those requiring a federal work study award. While first year students are not excluded from these jobs, most FY students prefer to stay on campus until they become more familiar with the area.
- A variety of non-work-study, off-campus jobs are posted at [www.CollegeHelpers.com](http://www.CollegeHelpers.com)., which offers free access to Wellesley College students to job postings in the area.

### I have a Work Study award, am I assured of a job and what does this mean in terms of paying my account?

- Students with work-study awards (Federal Work Study or Wellesley Work) have priority for on-campus jobs during the first few weeks of the semester, although there is no guarantee of a job.
- Work-study awards are not part of the student account. The only way to receive these funds is by working and getting paid for this work. Earnings are usually used for personal expenses. Students who do not use their work-study awards do not have to repay anything and do not jeopardize future work-study awards.

### What do I need to do to prepare for finding a job?

- Some employers may request a brief resume, but many more will only require completing an on-line application. In both cases, it would be helpful to have a list of prior work and/or volunteer experiences.

### Is there any paperwork required before I can work?

- A student must complete the **Employment Eligibility Verification Form I-9** before starting to work
- **Specific ORIGINAL documents must be presented to a staff member; photocopies are NOT ACCEPTED.**
- The complete list of acceptable documents and the Form I-9 can be found at <http://www.uscis.gov/files/form/I-9.pdf>.
- Note: *International students* with F1 and J1 visas may work on campus but must obtain a United States social Security number; instructions for applying for this will be available through the International Studies Office. In addition to the I-9 documents, international students should bring their I-94 and I-20 forms to complete the I-9.
- For tax purposes, a student must complete an **Employee’s Withholding Allowance Certificate Form W-4** (U.S.Citizens and Permanent Residents).The form is available at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>. For additional student tax information, refer to: <http://www.irs.gov/individuals/students/index.html>.
- The Wellesley College Payroll Office requires **Direct Deposit** for paychecks. This can be set up with any bank in the United States. The form is available at: <http://www.wellesley.edu/Controller/DirectDepositForm.doc>

### How and when can I complete these requirements?

- Documents should be brought to the Student Employment Office (436 Green Hall) and forms completed with a staff member. During Orientation Week a special time has been reserved for students to complete their forms by going to a drop-in session being held as follows:

#### **Student Employment Orientation Session**

**THURSDAY, September 3, 2009, 1:00 pm - 4:00 pm in the ACADEMIC COUNCIL ROOM, 4<sup>th</sup> floor Green Hall**

If you have any questions, please contact Student Employment at [stuemp@wellesley.edu](mailto:stuemp@wellesley.edu).

