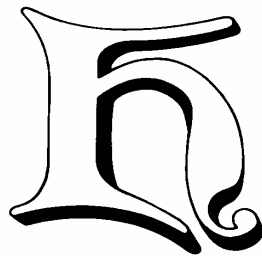


HEIDELBERG COLLEGE  
2007-2008

Student Employment Handbook  
Listing of Campus Jobs



Financial Aid Office

College Hall 114  
419-448-2293

Staff:

Beth Kagy

Associate Director of Financial Aid  
Coordinator of Campus Employment

Juli Weininger

Director of Financial Aid

Cathy Kessler

Administrative Assistant

Linda Mapus

Data Entry Specialist/Office Assistant

## ❖ How many students are employed and what jobs are available ?

Approximately 375 students are employed on a part-time basis during the academic year. The campus employment program tries to provide the opportunity for students who need to work to help meet their educational costs (as determined by their financial aid award). Students also gain valuable and meaningful work experience at Heidelberg.

There are a variety of jobs available to eligible students. Most upper-class students secure a campus job before leaving campus in the spring. First year students must be willing to work any campus job in order to earn their awarded amount and gain experience. Krammes Service Center or ARA Food Service employs most first year students. Many returning students secure a job in an area related to their major or an area of interest in order to gain valuable work experience.

## ❖ What payroll paperwork is required?

Before any student begins to work, the Business Office must collect the following payroll paperwork. Law requires this before Heidelberg can pay a student.

- Employee's Withholding Exemption Certificate
- Form W-4
- Form I-9
- Direct Deposit
- Heidelberg College Student Payroll Authorization
- Hiring Card for each position held

## ❖ Who is eligible to work ?

Students who have a Federal work study job as part of their financial aid award have priority for on-campus employment. The job award is the maximum amount the student may earn during the year. The awarded amount is based on the student's need as determined by the Free Application for Federal Student Aid (FAFSA). Should students have any questions about their eligibility to work on-campus they should feel free to contact the Financial Aid Office.

## ❖ How do students find a job ?

Enclosed you will find a list of all departments who have students working and the kinds of jobs available. Students are responsible for obtaining a campus job. Most jobs are filled on a first-come, first-served basis according to a student's class schedule, skills, and interests. The Financial Aid Office serves as an information service, but does not hire students for any campus job. Each department interviews and hires students to meet their needs. Students are encouraged to talk with several employers when trying to secure a campus job. Contact with some employers can be made during the summer orientation sessions. Job Fairs will be held within the first two weeks of classes in fall semester and then again after spring break. The fair held in the spring will assist returning students to line their job up for the following school year.

## ❖ How many hours a week do students usually work ?

Students are awarded anywhere from 2 to 15 hours per week to work. The maximum number of a student may work is 20 hours per week. Some stipend jobs are available.

This is when students are paid by the job rather than by the hour. These jobs require certain skills such as working in the theater department, on the radio staff, or serving as a resident assistant.

### ❖ **When do students get paid ?      How Much ?**

Students earn minimum wage and are paid on the 10<sup>th</sup> of every month. Since students are awarded a campus job to meet the “self-help” portion of their financial aid, they are expected to apply part of their earnings to their student account. This can be done automatically by payroll deduction. If a student account is paid in full prior to each semester, special arrangements can be made with the Business Office so that no deduction is made from the student paycheck.

### ❖ **What if students earn more than the awarded amount ?**

Students who earn more than their job awarded will have that difference added to the student contribution for next year. It is helpful to the student to keep a record of his earnings and plan work hours appropriately. The Financial Aid office monitors the student's earnings. Government and college regulations stipulate that the student can not earn more than awarded. It is important to plan work hours appropriately enabling the student to work the entire year.

### ❖ **What if a student cannot find a job ?**

Sometimes job openings run out or become very difficult to find. Not unlike looking for a job in your home community, finding a job on campus may require patience and persistence for a while. If a student is unable to find a job, frequent stops in the Financial Aid Office to check current openings is advised. The student can also place his/her name on a waiting list, to be notified through campus email of new openings as they become available.

### ❖ **Can a student be fired ?**

YES. Hiring and firing is up to the discretion of the employer, not the Financial Aid Office. Each employer expects appropriate work behavior from the students. Employed students should follow the following guidelines to keep their jobs.

- Be willing to work hard.
- Be prompt.
- Present a neat appearance.
- Be cooperative and pleasant.

Let your employer know if you'll be late or cannot work because of a class conflict. Do not send a message through another student.

### ❖ **What about off-campus job opportunities ?**

The Financial Aid Office does receive job announcements from community employers and individuals. Many requests for baby-sitters are received throughout the year. All off-campus as well as on-campus information is posted on a bulletin board outside the Financial Aid Office. The office keeps a list of students interested in baby-sitting, odd jobs, or general off-campus employment. When job openings are received, these

students are contacted about the opening. Students interested in being on the list should stop in the Financial Aid Office.

### ❖ **Campus Employment and Career Development**

Working part-time can be a valuable opportunity to enhance your career development. Many general skills, organizational ability, and the ability to work with other people are important in any professional job situation.

### ❖ **What about work during breaks and summer?**

There are several departments that offer employment while the students are on break and during the summer vacation. Since students do not have a job award to work during these particular times, students are encouraged to talk to employers about available work. Krammes Service Center, the Admission Office, and ARA Food Service employ a limited number of students during these times. Money earned during breaks and summer vacation are not included in the student's job award total.

### ❖ **Work Study and Community Service**

A portion of our work-study funding is used for Community Service. These jobs benefit both students on campus as well as individuals in the community. Our Community Service jobs are currently in Beeghly Library as assistants and the Learning Center as tutors. You must be awarded a "Work-Study" job to be eligible for one of these positions.

The job search process for an on-campus job is very similar to the search for full-time employment. Student employment can provide a chance to learn and apply effective job search techniques. Work experience can also be an important addition to your resume.

## *Campus Employers*

\* Jobs requiring specific experiences or skill

\*\* Dept. employing the majority of 1<sup>st</sup> year students.

### Admission Office

office worker-tour guide  
mailroom worker  
student assistant

Kathy Borton  
College Hall  
Ext: 2339

### \*\*ARA Food Service

dishroom help  
catering

Hoernemann  
Ext: 2102

### Art Department

student assistant

James Hagemeyer  
Kreig Hall  
Ext: 2186

Athletic Department

Weighth room supervisors Leslie Plouck  
IM officials Seiberling Gym  
office workers Ext: 2019  
team managers

Bookstore

cashiers Gail Roberts  
supply stocker Bookstore  
Ext: 2013

Business Department

classroom assistant Barbara Tucker  
Aigler 100  
Ext: 2307

Office of Communications and Marketing

Student assistants College Relations  
Sport information Ext: 2260

Communications and Theater Arts

\*radio staff assistants Irene Frisch  
\*theater staff assistants Founders 109  
\*TV staff Ext: 2304

Computer Center

\*student assistants Kent Cartwright  
Bareis 306  
Ext: 2365

Conference and Events

Special events assistants Lauren Austin Smith  
Krammes  
Ext: 2193

Financial Aid Office

office assistant Juli Weininger  
College Hall  
Ext: 2293

Health Center

student assistant Bonnie Shawberry  
Health Center  
Ext: 2041

Institutional Advancement

Telefund workers  
Institutional Adv.  
Ext: 2384

International and Multicultural Programs

student assistant  
Marc O'Reilly  
Campus Center  
Ext: 2207

\*\*Krammes Service Center

carpenters/custodians  
electricians/groundskeepers  
office workers  
weekend custodians  
Linda Barger  
Krammes Service Ctr.  
Ext: 2391

Learning Center

\*student coordinator  
\*tutors  
William Miller  
Brown Hall  
Ext: 2301

Library

\*student assistants  
Bobbi Bishop  
Beeghly Library  
Ext: 2104

Media Center

student assistants  
Jennifer Shetterly  
Beeghly Library  
Ext: 2136

Music Department

\*accompanists  
librarians  
student aids  
Pat Page  
Brenneman Music Hall  
Ext: 2073

Office Services

mailroom help  
Deb Wilkinson  
College Hall  
Ext: 2321

Political Science/Anthropology

student assistant

John Bing  
Aigler 106  
Ext: 2067

Science Lab Assistants

\*Biology

Susan Carty  
Ken Baker  
Ext: 2197

\*Chemistry

Daniel Esterline  
Ext: 2015

\*Physics

Steve Velasquez  
Ext: 2352

Student Activities

Campus Center office manager  
night managers

Reetha Perananamgam  
Campus Center-3<sup>rd</sup> floor  
Ext: 2193

Student Services

\*career assistants  
\*resident assistants  
office workers

Kerry Jones  
Campus Center  
3<sup>rd</sup> floor  
Ext: 2058

Water Quality Lab

\*Biological Technician

Biology  
Ken Krieger  
Gillmor Ext: 2226

\*Laboratory Assistant

Chemistry  
Ellen Ewing  
Gillmor Ext: 2940

On and off campus job openings are posted outside the Financial Aid Office.