

STUDENT EMPLOYMENT GUIDE



STUDENT EMPLOYMENT 101

<https://luc.joinhandshake.com/login>

Student Employment/Work-Study spans two campuses, 450 campus offices, and over 25 community-based organizations. Student employees must apply for positions. Student employment is a competitive process that mirrors a post-graduate job search process, so meeting with a career community advisor is a great first step. Student positions are posted by individual departments (on-campus jobs), not-for-profit agencies (off-campus work-study) or external employers (for-profit companies, government, etc.) on the career portal Handshake.

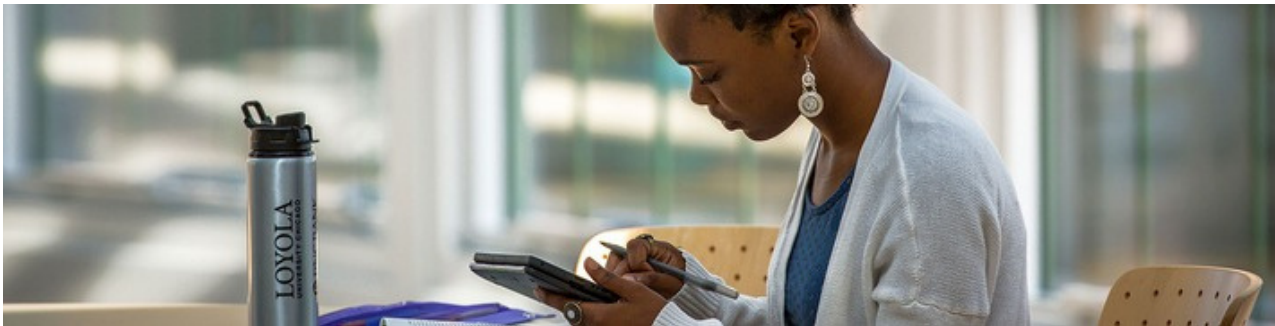
All students receive a free account on Handshake to search for part-time jobs, internships, volunteer positions, and, eventually, full-time jobs. Students must submit competitive resumes, cover letters, and, at times, references, writing samples and/or an ePortfolio link in order to be offered an interview for a position. Students may receive assistance in the application process, i.e. writing a resume, mock interviews, etc. from Career Services.

HOW MANY HOURS CAN I WORK

Research indicates that students should work between 10 and 20 hours per week in order to balance their academic and work responsibilities successfully. Students at Loyola University Chicago are limited to working a maximum of 19.5 hours per week across all student employment positions but are encouraged to maintain a weekly work schedule closer to 15 hours per week. Please work with your supervisor to build a schedule that is conducive to your class schedule.

WORK-STUDY & WORK AUTHORIZATION FORM

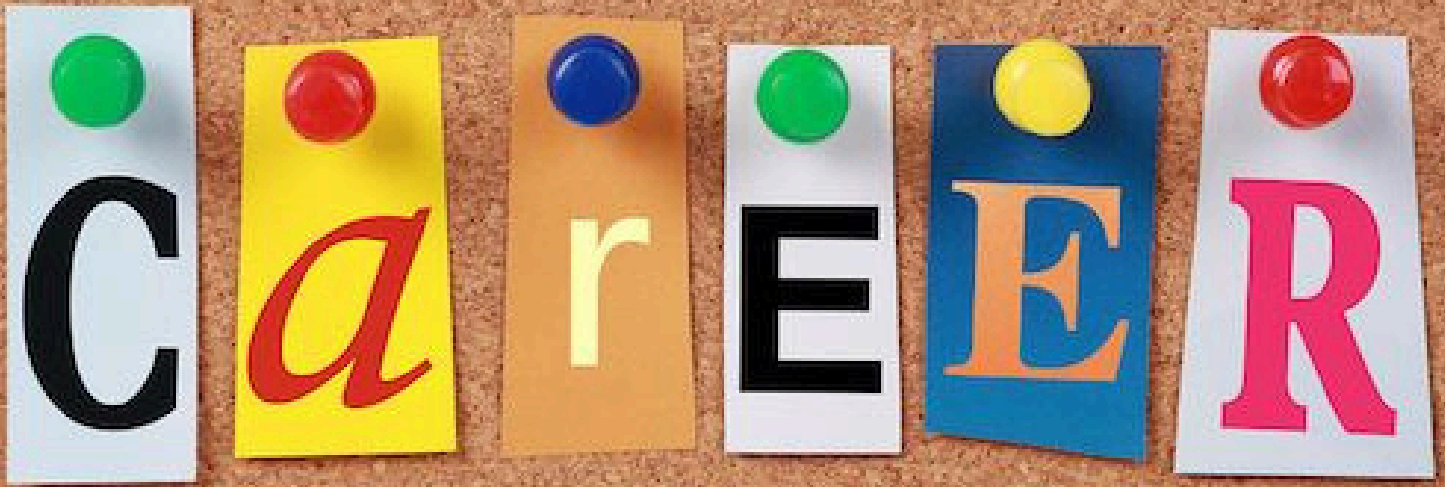
Work-Study (FWS) is a Federal grant awarded as part of a Financial Aid Package. It is earned by working a job either on-campus or in the Community Work-Study program during the Fall or Spring semester (not during Summer). Work-Study award varies based on the student's economic need per the FAFSA. The undergraduate typical award range is \$1,500-\$3,500 with the average being \$2,000 (for the year). Graduate students need to contact Financial Aid to determine Federal Work-Study eligibility and potential award amounts. Furthermore, Law school students should contact the Law School's Dean's Office for information on work-study opportunities. **Please note that receiving a FWS award amount does not guarantee employment.**



The Work Authorization form is a document that is **ONLY** needed when applying for a job in the (off-campus) Community-Based Federal Work-Study program. This form is available at either the HUB or the Financial Aid Office. Additionally, it tells the potential employer the amount of the student's Federal Work-Study award. This is NOT required for on-campus positions.

Note for Work-Study Students: If you take a work-study position, either on-campus or in the Community-based Federal Work-Study program, be sure to monitor your Work-Study fund balance throughout the school year to ensure you have enough money to cover the duration of your employment. To get the most up-to-date balance on your Work-Study fund, see an advisor in Financial Aid.

COMMUNITY-BASED FEDERAL WORK-STUDY SAFETY



Community Work-Study provides off-campus work-study positions in various local not-for-profit organizations who have been vetted by Career Services. The community partners who host work-study students are health, human service, education, and community-development organizations who are invested in Loyola students and their safety. In addition, Student Employment staff visit Community Partner sites bi-annually. Student Employment takes very seriously its charge of being stewards of the student experience and works hard to ensure students are safe.

Student Employment recommends that each student, regardless of which program they are considering, should consider that working in a large, urban area is going to require a certain level of alertness. We also recommend that every student review our safety tips beginning each semester and is located on our website www.luc.edu/career/studentemployment. Please visit [Handshake](#) to apply for community work-study opportunities.

INTERNATIONAL STUDENTS (F-1 VISA)



International students at Loyola University Chicago holding F-1 or J-1 visas are eligible for on-campus employment, provided they meet certain requirements. Students must be enrolled full-time and comply with regulations of their respective visa status. J-1 visa holders must obtain work authorization form the Office of International Student & Scholar Services (ISSS) before beginning employment, while F-1 students do not need prior approval from ISSS.

Both F-1 and J-1 students are permitted work up to 19.5 hours per week during the academic term, with the opportunity to work additional hours during official breaks. On-campus employment must cease once the student completes their degree program and cannot extend beyond the program end date, as specified on their Form I-20/DS-2019. For more information, please visit www.luc.edu/iss/.

HANDSHAKE

<https://luc.joinhandshake.com/login>

1. Update your Handshake account to reflect your current information (i.e., GPA) and complete your profile.

2. Upload your resume into Handshake.

If you need assistance with your resume, you can utilize the 'Resume Guide' listed on the Career Services website. If you need further assistance you can set up an appointment to meet with a Career Community Advisor via Handshake. The Resume Guide can be found at www.luc.edu/career/resumejobsearchguides/.

3. Review positions in Handshake: while reading each position description, take note of the location (can you get there on time?), qualifications, and the application process.

4. Apply: follow the application instructions included in the position description. Most will ask for a resume and probably a cover letter. If you see more than one job that appeals to you, go ahead and apply to multiple positions.



HOW TO SEARCH FOR FEDERAL WORK-STUDY POSITIONS OFF-CAMPUS

Only students who qualify for work-study are able to view and apply for work-study positions. To view both on-campus and off-campus opportunities on Handshake follow these steps:

1. Log on
2. Select jobs in the top left corner
3. Select "Part-time"
4. Select "All filters"
5. Select "Work-Study"
6. Select "Show results"
7. Review positions and apply.

When preparing for your job search, obtain a copy of your Work Authorization Form. You can scan it into a PDF and upload it into your Handshake account for ease of sharing with prospective Community-Based Federal Work-Study employers. The work authorization form is available at the HUB located on the first floor of the Sullivan Center. The form tells the potential employer the amount of the student's Federal Work-Study award. The form is only needed for off-campus employment.

JOB SEARCH TIPS

A great way to find a student position is to use Handshake, attend the Part-time, Job & Internship, and Service Fair in the fall, network with friends, faculty, staff, and student organizations.

During the job application process make sure you have an updated resume, cover letter and submit all necessary documents that are required. The application process is competitive, so meeting with a Career Community Advisor can help you be prepared and put your best foot forward.

The following departments have multiple positions that hire several students. This list is not exhaustive and an asterisk indicates the top non federal work-study employers on campus.

- Admissions
- Halas Recreation*
- Information Technology Services*
- Residence Life
- Student Complex
- The University Libraries
- Tutoring Services



STUDENT EMPLOYEE ATTIRE, ATTENDANCE & PUNCTUALITY

Every student position is different, so the dress requirements are also different! Always dress up for an interview and then ask during the interview what the dress expectations are for that position. Attire across the University and our CBFWS partners varies from very casual (i.e. workout attire at Halas Rec Center) to business casual (i.e. polo shirt and chinos). Managers should provide each student employee with basic attire expectations during or just after the hiring process.

The responsibilities of the job require regular attendance and punctuality. If you will be absent or tardy, please contact your supervisor as early as possible so that staffing may be adjusted. Individual departments may have more specific requirements regarding notification for absence and tardiness by which you must abide. Please note: three consecutive days of absence without prior notification to the supervisor constitutes a voluntary resignation.

CONTACT US

Career Services

Phone: 773.508.7716

Fax: 773.508.7088

Email: careercenter@luc.edu

Lake Shore Campus (Advising)
Sullivan Center, Suite 255
6339 N. Sheridan

Water Tower Campus (Advising)
Schreiber Center, Suite 115
16 E. Pearson

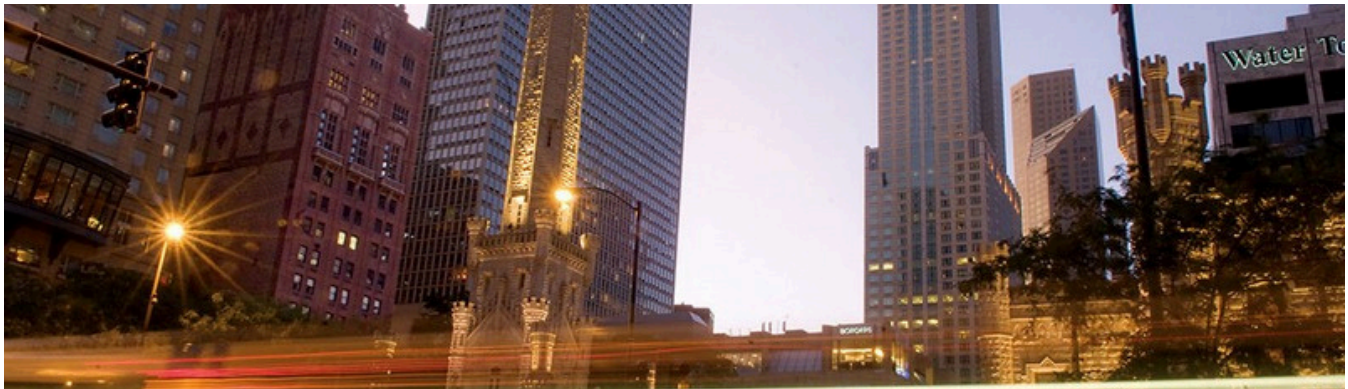
The HUB

Phone: 773.508.7700

E-mail: hub@luc.edu

First floor of Sullivan Center
6339 N. Sheridan

- Community Work-Study
Work Authorizations
- Work-Study Balance



Student Employment

Omega Cruz

Phone: 312.915.8844

Email: ostyles@luc.edu

www.luc.edu/career/studentemployment

- Federal Work-Study Questions (as it pertains to work, see Financial Aid Office for packaging/appeal questions)
- Training & Development Design
- Manager Support & Position Posting
- National Student Employment Week & Student Employment Awards

Financial Aid Office

Phone: 773.508.7704

Email: lufinaid@luc.edu

Sullivan Center

6339 N. Sheridan

<http://www.luc.edu/finaid>

- Work-Study Questions (amount, balance, and appeals)

Loyola University Human Resources Department

Phone: 312.915.6175

- Assistance for on-campus positions
ONLY: Direct Deposit, W2,
Missing/Incorrect Paycheck, Kronos
Timecard Problems