

# STUDENT EMPLOYMENT GUIDE



## STUDENT EMPLOYMENT 101

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

Student Employment/Work-Study spans two campuses, 450 campus offices, and over 30 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 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 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



## INTERNATIONAL STUDENTS (F-1 VISA)

Loyola students in F-1 status are eligible to work up to 20 hours per week at an on-campus job while school is in session. Students may work on-campus full time during their annual vacation and during official school breaks. A student entering the U.S. to attend Loyola may begin on-campus employment no more than 30 days before classes begin. Eligibility for on-campus employment ends on the final day of classes or on the date the student completes his or her program.

You may work in a non-work-study position at Loyola. F-1 students do not qualify for work-study positions because they are federally funded. If you find a non-work-study position at Loyola, please consult with your hiring department for completion of the I-9 Employment Eligibility Verification Form. You will need a Social Security Number to complete the form. To obtain the Social Security Number form, required employment forms, and employment guidelines visit [www.luc.edu/iss](http://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/](http://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.



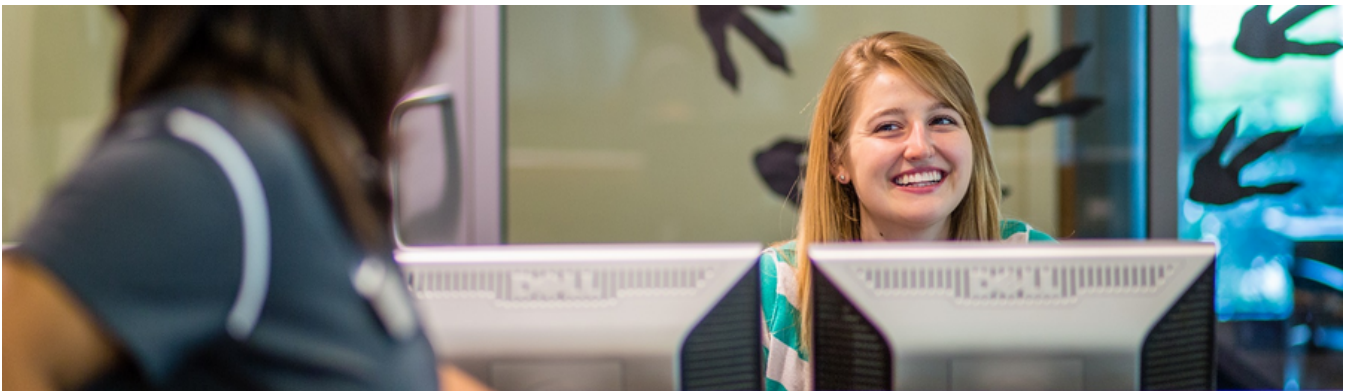
# JOB SEARCH TIPS

A great way to find a student position is to use Handshake, attend the Part-time, Job & Service Fair in the fall, network with friends, department websites, and bulletin boards located throughout our campuses.

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](mailto: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

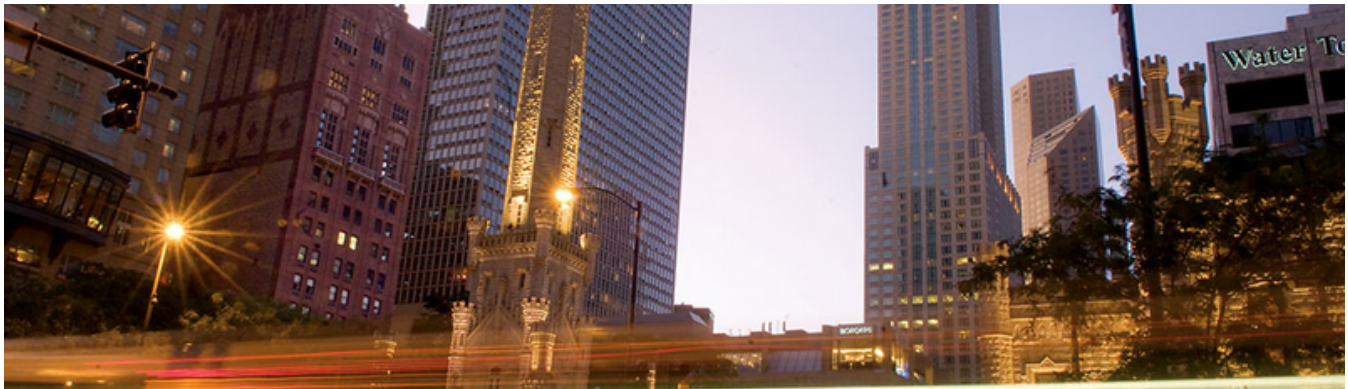
Phone: 773.508.7700

E-mail: [hub@luc.edu](mailto: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](mailto:ostyles@luc.edu)

[www.luc.edu/career/studentemployment](http://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](mailto: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