

WELCOME TO THE HAMLINE UNIVERSITY WORK STUDY PROGRAM!

Student workers are important members of the Hamline community. We view campus employment as an essential part of your education and professional development. Through campus jobs, you have the opportunity to acquire skills and expertise that build resumes and launch careers as well as earn funds to pay for your education.

Having a job on campus is a large part of the Hamline experience. Whether you are giving tours, answering phones, assisting the IT department, working in the dining hall, working with the grounds crew, filing, life-guarding at the pool, or working the theatre, you will find a great connection to Hamline, gain lasting work experience and earn money toward tuition and other expenses.

We will be hosting a Job Fair again this year on September 3, 2013, during Piper Passage. Students who have (6450) - Federal or State work study eligibility will have the opportunity to attend the Job Fair during Piper Passage.

At the job fair, you will have the opportunity to meet with various departments on campus and apply directly to them for a work study position. We will also have off campus sites represented that you can speak with regarding securing a job in different areas of interest. One of our off campus sites is the Hancock Hamline Collaborative Magnet School, who employs over 70 Hamline students in the America Reads/Counts tutoring program.

You are asked to bring a resume along with your class schedule to distribute at the Job Fair to the departments that you are applying for a position. Make sure that you bring enough copies to hand out to the various departments. To assist you in preparing your resume go to the [Student Employment Program home page](#) and click on the "Resume Guidelines" link to view a sample resume and resume guidelines.

Students who have been awarded (6400) Hamline work study eligibility will have the opportunity to apply for jobs posted on the Human Resources website starting September 9, 2013. Please visit our website www.hamline.edu/employment for job listings.

If you have any questions regarding this process please contact Lori Larkin, Manager for Student Employment, at llarkin@hamline.edu or by phone at 651-523-2947.

- Please note that a work study award **does not guarantee** you a job on campus. You are expected, with our help, to find your own job. While this is a competitive process, Hamline has established procedures to assist you in securing a job.
- Most new students will expect to begin working on campus with our largest employers; dining service, physical plant, athletic department or the libraries. As you acquire experience you may move into employment in other departments or continue where you started with increased responsibilities.



- Campus employment hours and wages vary depending on the department/position, but you can expect to begin at \$7.25 per hour and work approximately 5 – 10 hours per week.
- The Financial Aid Office (FAO) located in East Hall, handles award distribution and payroll details are handled through the Payroll Office located in the lower level of Old Main, room 16. These offices share a commitment to help you succeed in the campus employment Program.