



Frequently Asked Questions

FAQ

on Student Employment

What are the benefits to working while in school?

Supplementing education with work experiences helps students:

- Experience a professional environment.
- Apply theory to the practical world.
- Expand career knowledge and assess career interests.
- Build leadership, communication and other marketable skills.
- Enhance confidence.

Why do I want to work on campus?

There are many reasons why students choose to work on campus. The most common ones are:

- You will gain great work experience.
- Earn money (Pay rate is Maryland's required minimum wage).
- Have a job that is arranged according to your class schedule.
- You will cultivate real work references.

How do students get Federal Work Study awards?

Federal Work-Study is a work program funded by the federal government and Mount St. Mary's University. If you are eligible for FWS funds, it will be reflected in your financial aid package. Please check with the Financial Aid office if you are unsure of your work study eligibility.

Am I guaranteed a job on campus if I have been awarded Federal Work Study?

No. Federal Work-Study is not a guarantee of on-campus employment. FWS offers a wide range of employment options, but it does not guarantee a job. You must complete your financial aid application (FAFSA) on time every year and continue to show eligibility for Work-Study.

What is University Employment?

University Employment is a work program funded solely by Mount St. Mary's University. Although some on-campus employers may only hire Federal Work-Study students, positions are available to students funded by either employment program.

Where are jobs posted?

On-campus employment opportunities are located under Job Opportunities on the MSMU Human Resources web site. On the Mount's website (www.msmary.edu), navigate to Human Resources, Employment Opportunities and select Student Employment. **Student worker positions will be posted and available for student application on/about the end of July. The student recruitment process runs from late-July through mid-September, or until all student jobs are filled.**

What are the types of student jobs on campus?

Work Study Employment: Athletics, Admissions, Campus Recreation, and Clerical Office Work (e.g., Career Center, Theology, Science, Registrar, Center for Student Diversity, Alumni Engagement and more).

Non-Work Study Employment: Information Technology Service Center (ITSC), Intramurals/Club Sports, Learning Services Peer Tutor or Laptop Note-taker, Writing Center Tutor, Admissions Telecounselor, Science Lab Aide, Language Lab Aide, Annual Giving Phonathon, Lifeguard, Mount Bookstore (Barnes & Noble), & Dining Services (Aramark).

Am I required to participate in an interview?

The Department may request that you participate in a brief and informal interview for the student worker vacancy. This will be a good opportunity to test your job interview skills. At the interview the duties and responsibilities of the job will be discussed as well as any special rules of the department. In addition, some duties involve access to sensitive or confidential information. The supervisor may discuss his/her policy on confidentiality with you and may ask you to sign a confidentiality agreement prior to beginning work in the department.

I'm not 18 yet, do I need a Work Permit to work on campus?

Yes. Student employees under the age of 18 must complete an online Maryland Work Permit Application before they can work on campus. Apply @ <https://www.dllr.state.md.us/ChildWorkPermit/web/content/Home.aspx> and follow step-by-step instructions.

What forms do I need to complete when I am hired by Mount St. Mary's University and have not worked previously for the university?

Upon hire, students will be asked to complete the new hire Workday onboarding process (i.e. taxes, direct deposit, social security number, personal information, emergency contact information, and * I-9/E-verify). In addition, all student workers must complete the online sexual harassment and discrimination training prior to their start date.

*** Why do I need a passport, social security card or birth certificate for my Form I-9? Why isn't a picture ID sufficient?**

Mount St. Mary's University is a I-9/E-verify employer. In order to comply with the Immigration Reform and Control Act, all students who intend to work on campus will be required to present identification to the Department of Human Resources that satisfies the requirements of Form I-9 (Employment Eligibility Verification) prior to beginning employment. Students must show one document from List A (valid passport) or one document from List B (driver's license) and one document from List C (social security card or birth certificate). Only original documents can be accepted....copies of documents are not permitted.

How many hours can I work?

During the fall and spring semesters, undergraduate students may not work more than 8 hours per week while attending classes. An exception to the above would be in select positions in Learning Services, Science or ITSC that require a special set of skills and knowledge. Students who wish to seek additional employment are welcome to apply for employment at the bookstore or dining services as they are not run by the University.

How much do I get paid?

All students are paid the Maryland minimum wage rate.

When will I be paid?

Student workers who have successfully completed the Workday onboarding process and submitted hours worked in Workday to their supervisor are paid on a bi-weekly schedule every other Friday.

Does my paycheck go directly to my student account?

No, paychecks go directly to you by direct deposit to your checking or savings bank account. You will be asked to sign up for direct deposit during the Workday onboarding process.

How to I get in touch with Human Resources?

The Department of Human Resources is located in Bradley Hall, 2nd Floor, Room 220. Our office hours are Monday-Friday, 8:30 am—4:00 pm and phone number is 301.447.5372. We welcome your questions or in-person visits.

Equal Opportunity Employer