

# CAMPUS JOBS 101

For Undergraduate Students

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# CAMPUS JOBS 101 - Outline

## What you need to know:

- Why work?
- Campus Job Basics
- Job basics for International students

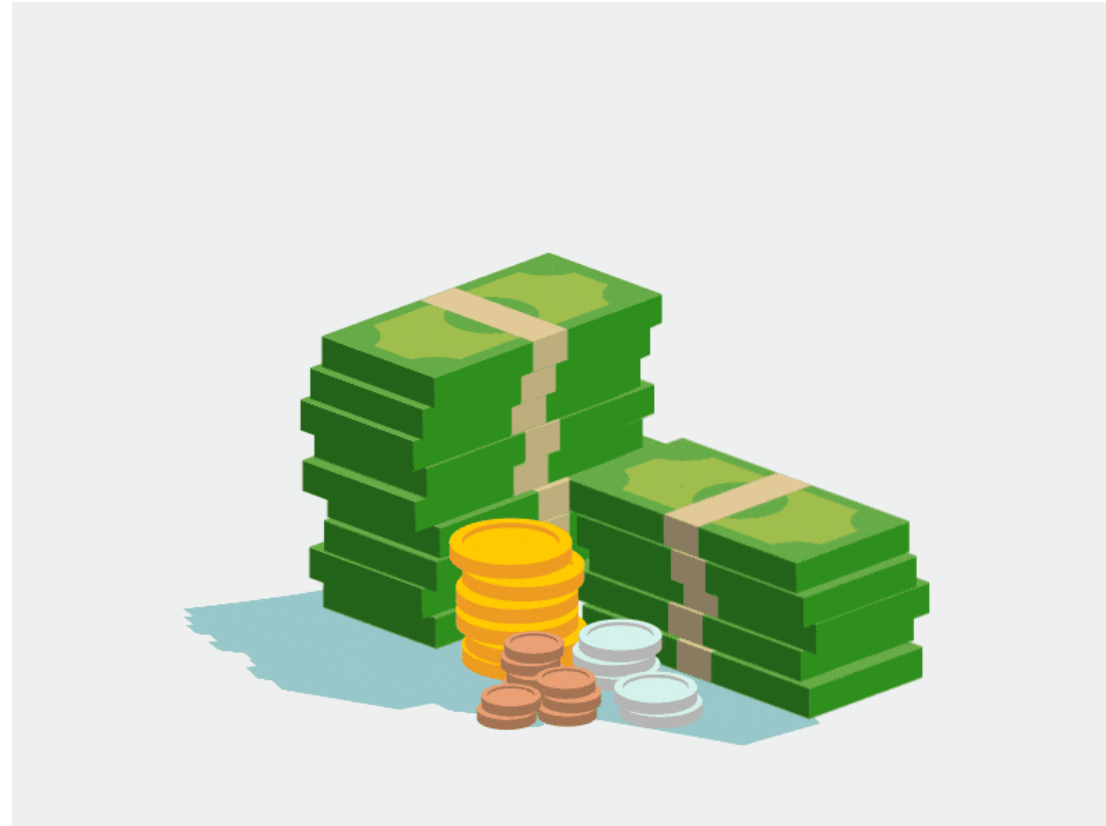
## Looking for a job?

- Jobs for Undergraduates
- Finding a Job
- Top 10 Tips for Getting Hired

## Hired... Now what?

- Pay Information
- Policy, Rules & Regs
- Campus Resources

# Why work while in school?



But working on campus isn't just about earning money...

Campus jobs also help students:

- Engage with Tech outside of classes & explore different areas of interest
- Work with supervisors who can provide you with future references
- Gain job experience & skills to help you in your post-graduation job search and career, including general life skills around:
  - Time management
  - Dispute resolution
  - Communication
  - Leadership
  - Customer Service
  - Teamwork

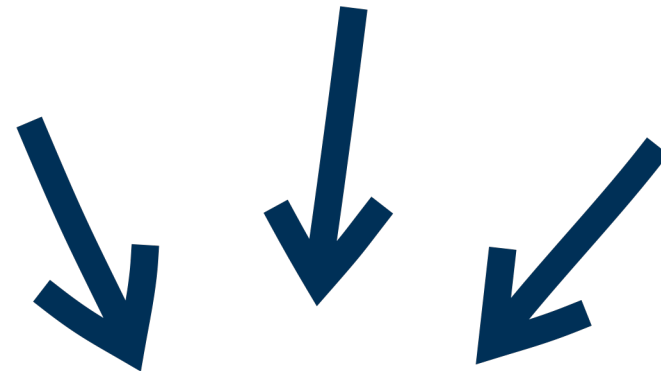
# Campus Job Basics:

- Undergraduate students are always paid biweekly and must report hours worked.
- Enrolled students can only be employed by Tech for a maximum of 20 hours/week.
- Most students are allowed more than one campus job, but the total of all jobs combined cannot exceed 20 hours.
- Students should never start working until they are officially hired and active in the OneUSG Connect system.
- There is currently no centralized Georgia Tech “job board” – instead, there are multiple ways to find campus jobs!



# Job Basics for International Students:

- **International students with F or J visa status are allowed to work on campus without any additional authorization:**
  - Either for a campus department and paid on Georgia Tech payroll,
  - Or, for an external employer who is located on campus (e.g., Barnes & Noble bookstore)
- **If a student does not currently have a Social Security Number (SSN) they must apply for one after they are offered employment, AND provide the SSN to GT Human Resources**
  - See OIE website for instructions on how to apply for an SSN
- **International students can only work until the end date on their student status documents (I-20 or DS-2019)**

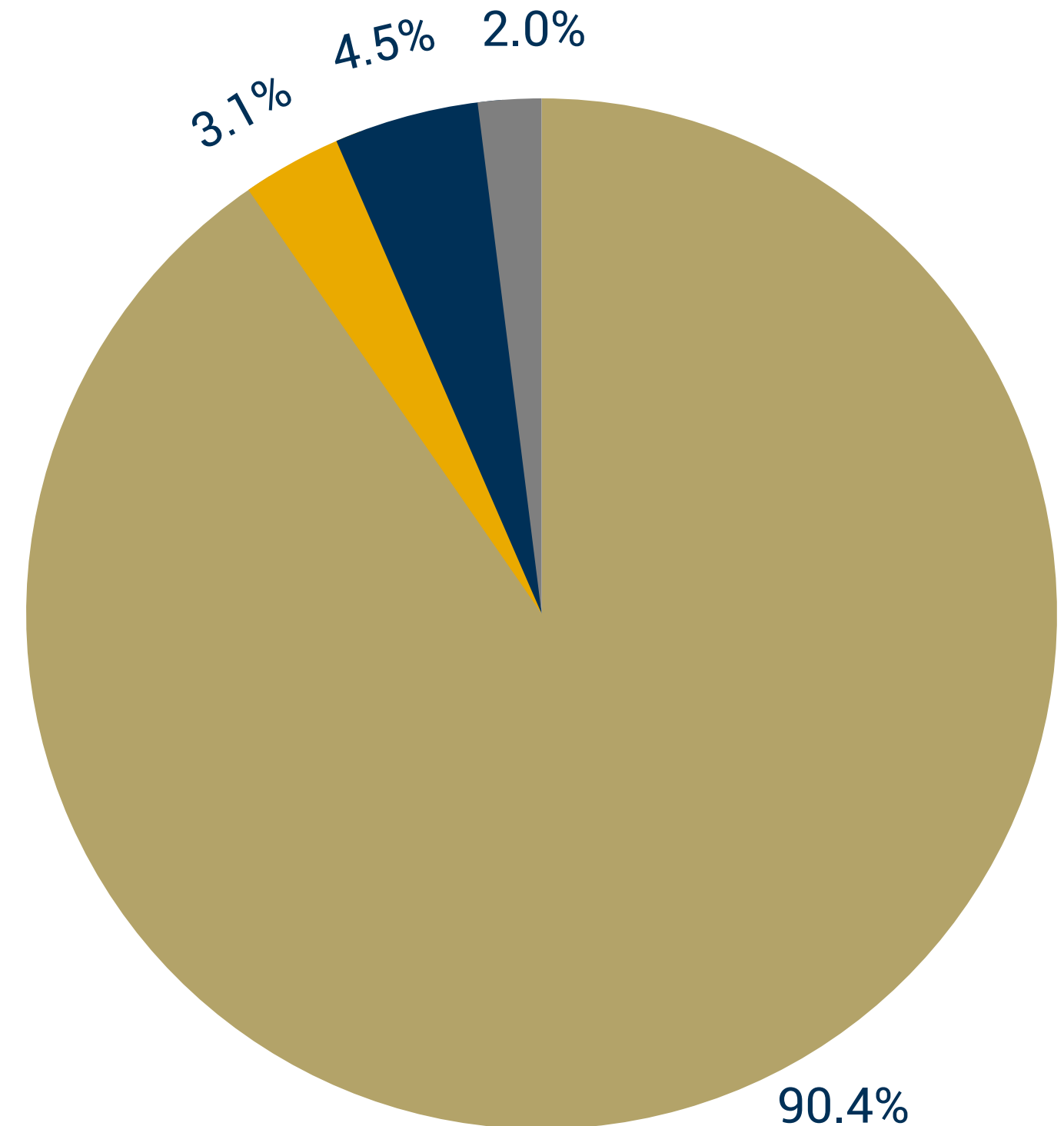


# Undergraduate Student Jobs at Tech

**Last fall semester, nearly 4,300 students (23% of undergraduates) worked on campus in over 5,000 jobs.**

## Undergraduate Positions (5,139)

Resident Assistant (RA): 233 ●  
Federal Work Study: 160 ●  
PURA recipient: 102 ●  
Student Assistant: 4,644 ●



# Jobs for Undergraduates

## **Resident Assistant (RA) (200-300 students/year)**

- Position used by Housing – a rigorous application process - earn \$ plus housing & food
- Generally hired for 12 hours/week (2<sup>nd</sup> job is possible, but only for max of 8 hours)
- Applications will open October 31 for RA positions during 2024/-25 academic year
- To learn more: <https://housing.gatech.edu/reslife/employment>

## **Federal Work Study (FWS) (100-200 students/year)**

- Must have a FWS award from the Financial Aid Office (FAFSA-demonstrated need)
- Wide range of job opportunities posted on FWS website for students who have FWS awards
- Employing units compete for FWS award holders (75% of salary paid by Fed Govt)
- Unable to hold a 2<sup>nd</sup> campus job while working as FWS (even if FWS is <20 hours/week)
- Students can decline FWS award and accept non-FWS job(s), but need to notify Financial Aid
- To learn more visit: <https://finaid.gatech.edu/manage-aid/work-study-student>

## **President's Undergraduate Research Award Student Assistant (PURA) (70-100/semester)**

- Competitive research award recipients – for one semester only
- Application deadline for Spring 2024 semester is **September 29, 2023**
- To learn more visit: <http://urop.gatech.edu/content/presidents-undergraduate-research-awards>

# Jobs for Undergraduates

**Student Assistant (SA): 4,600+ positions during fall and summer semesters**

**Salary range: \$8/hour - \$35/hour & median pay rate: \$12/hour**

*Many different types of jobs:*

Tutor (PLUS Tutor, Explore LLC Tutor,  
Drop-in Tutor, Learning Assistant)

Climbing Wall Attendant

Secret Shopper

Video Analysis Researcher

Dining Hall  
Associate

Library Assistant

Lifeguard

Communications & Social  
Media Assistant

Information Desk Attendant

Undergraduate Teaching  
Assistant

Student IT Technician

Camp Counselor

Research Assistant

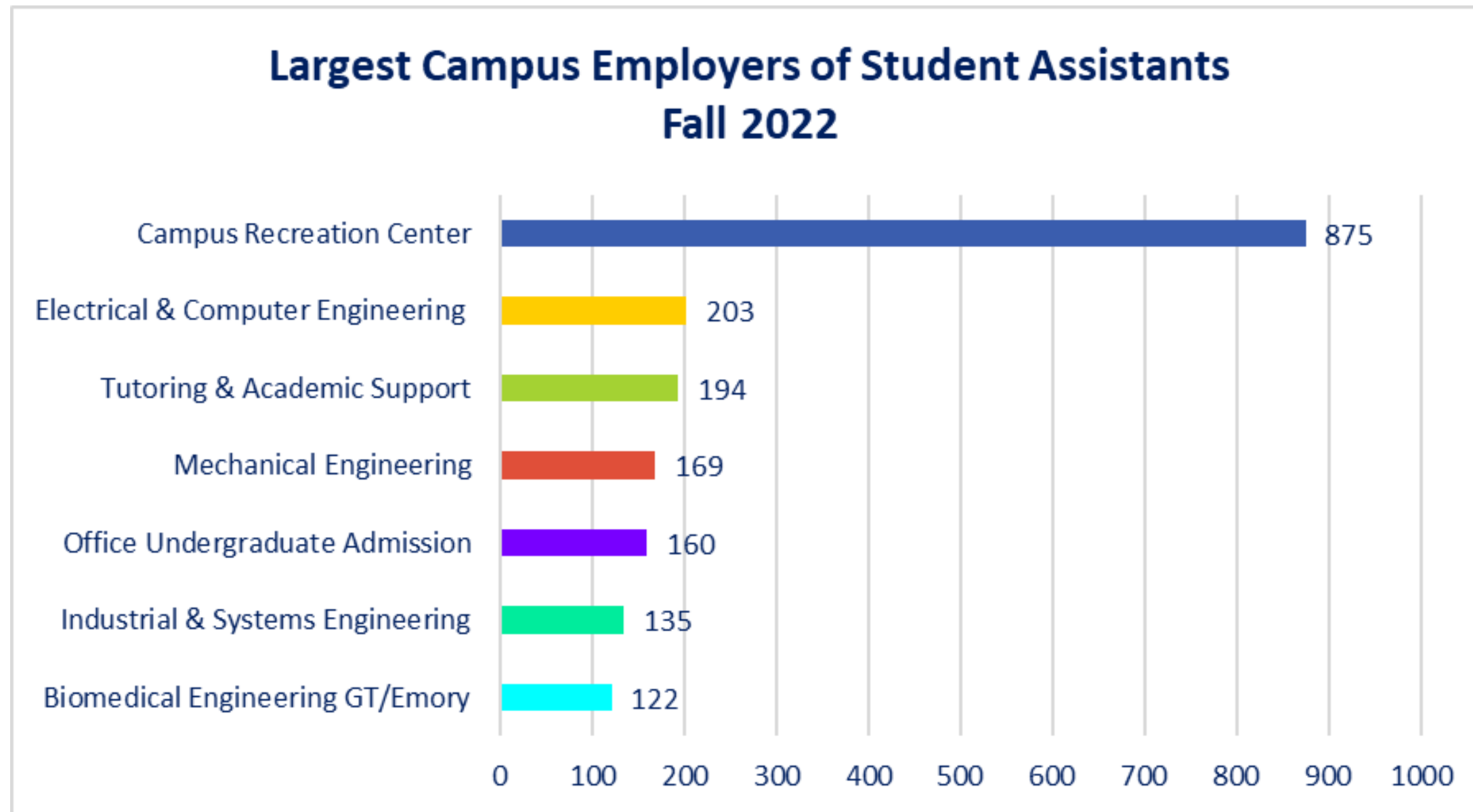
Office Assistant

... and many more!



# Who hires Student Assistants (SAs)?

**40% of SA jobs are in 7 campus departments:**



**The remaining 60% of SA jobs are in nearly 170 campus departments.**

*We can't list them all here and there's no centralized student job board... How do you find them?*

# How to find a Student Assistant Job

## *Multiple Employers:*

### *Campus Job Board*

<https://studentcenter.gatech.edu/campus-jobs>

### *CareerBuzz Job Board*

<https://careerdiscovery.gatech.edu/careerbuzz-job-board>

## *Individual Employers:*

- Campus Recreation Center (CRC) - <https://www.crc.gatech.edu/about/employment/work-at-crc>
- College of Computing (CoC) - <https://www.cc.gatech.edu/find-internships-and-jobs>
  - Apply to be a tutor: <https://www.cc.gatech.edu/tutoring-assistance>
- Tutoring & Academic Support - <https://tutoring.gatech.edu/student-employment/>
- Student Center - <https://studentcenter.gatech.edu/student-team-opportunities>
- Office of Information Technology - <https://www.itg.gatech.edu/>
- Office of Minority Educational Development (OMED) - <https://diversity.gatech.edu/students/office-minority-educational-development/omed-jobs>
- Housing and ResLife: <https://housing.gatech.edu/reslife/employment>
- Georgia Tech Research Institute /GTRI: <https://www.gtri.gatech.edu/careers/student-positions>

# Top 10 Tips for Getting Hired on Campus

1. Approach campus job search the same as a non-campus search
2. Follow any (and all) provided application instructions!
3. Research the hiring unit (talk to employees, read their GT website, etc.)
4. Create a basic resume - include your current contact information, major, and expected graduation year. (If you've never had a paid job, list class projects, volunteer examples, or anything that helps show you are responsible, organized, and a problem-solver.)
5. Be ready to discuss yourself and provide relevant examples
6. Know your work availability – provide your class schedule
7. Ask questions to clarify any job unknowns such as duties, expectations, hours, training, supervisor, time reporting, etc.
8. Demonstrate interest, enthusiasm, and positivity
9. Follow up & send a thank you email after an interview
10. Review the Career Center [website](#) (for resume writing and more)



# How to get paid...

## Employees cannot be paid until they are hired and active in the OneUSG Connect system.

- Employing departments submit requests to hire you – and it takes time to process their requests (especially early in the semester)
- New employees must complete new hire paperwork AND in-person “onboarding” before working
  - In-person onboarding requires unexpired original documents (passport, SSN card... see list [here](#)) - *Make sure your needed documents are on campus!*
  - Learn more about Onboarding at: <https://hr.gatech.edu/student-onboarding>
- During new hire paperwork, employees can specify their bank account for direct deposit – can be added/updated later

**Check with your manager/ hiring department to verify if you are hired and active in OneUSG Connect before starting work**

# How to get paid...

## Biweekly-paid students must report hours to be paid.

- Different campus jobs may use different time keeping methods:
  - Online = [Web Clock](#) or,
  - Physical punch clock = [KABA Clock](#) (Oct. 1 change to “TCP” clocks)
- Ask your supervisor which type your department uses
- If you forget to ‘clock in’ to report your hours when worked, your supervisors can submit your missed hours
- Hours need to be submitted and should be approved by your supervisor before payroll is “run” for the pay period

**WHEN will you get paid?  
Scan the QR Code below to  
see the Payroll Schedule**



# Policy, Rules & Regs

## *General student employment rules:*

- Do not work until you are officially hired in OneUSG Connect system!
- New hires must complete in-person "Onboarding" (no later than 3 days after job start date)
- Students can be hired for a max of 20 hours/week, also called "50% FTE"
- Most students (except FWS) can have more than one campus job but:
  - Total hours of all jobs combined cannot exceed 20 hours/week
- All hourly/ bi-weekly students must report their hours worked
- Work schedule is set with your supervisor
  - Some jobs (e.g., FWS & PURA) never allow work during winter break
- After graduating, students cannot continue in student positions

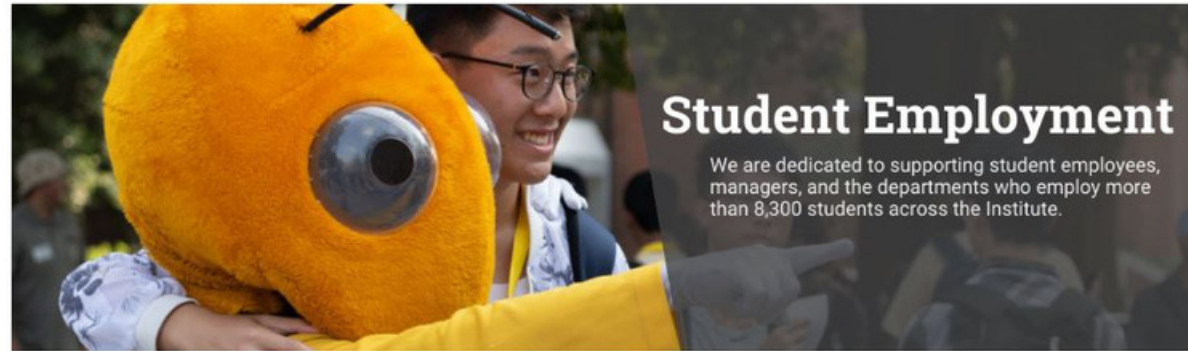
**Review the Student Employment Eligibility Policy**

<https://policylibrary.gatech.edu/employment/eligibility-student-employment>

# Student Employment Website

## Student Employment

[Home](#)



### Attention New Student Employees!

VISIT THE STUDENT ONBOARDING PAGE TO LEARN MORE ABOUT THE REQUIRED STEPS TO COMPLETE ONBOARDING.

## Resources for Student Employers



## Resources for Student Employees



## Student Employee Resources

[Home](#)



[Back to Main Student Employment page](#)

## Getting Started

Whether you've been looking for a campus job or already received an offer, review the information below as a guide.

### Helpful Links

- [Fall 2023 Student Employment Timelines](#)
  - [Graduate and Undergraduate Student Employment Timeline](#)

## Getting Paid

Questions about time reporting, paycheck schedules, direct deposit, and taxes can all be answered by GTHR Payroll. Click [here](#) to learn more. Refer to the links below for information specific to student pay.

### Helpful Links

- [How to Use the WebClock for Time Reporting](#)

Scan the QR Code to visit  
The Student Employment Webpage  
[hr.gatech.edu/student-employment](https://hr.gatech.edu/student-employment)



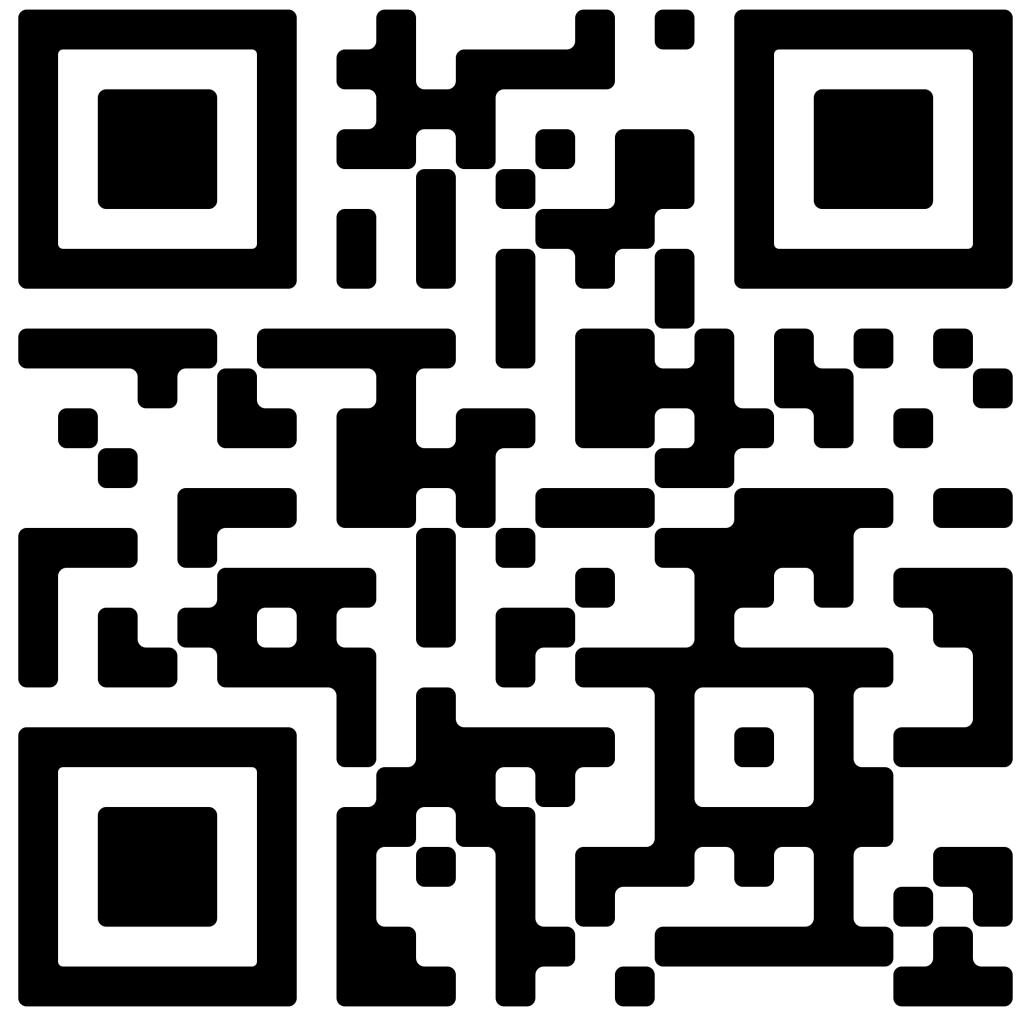
# Campus Resources

- Student Employment website – *includes resources for student employees*
  - <https://ohr.gatech.edu/student-employment>
- Onboarding information - *for newly hired students*
  - <https://ohr.gatech.edu/student-onboarding>
- Office of International Education (OIE) - *for International students*
  - <https://www.oie.gatech.edu/>
- STAR Services – *for personal financial assistance*
  - <https://star.studentlife.gatech.edu/>
- Administrative Services Center (ASC) – *for pay issues and HR support*
  - Logon to the website to submit a help request: <https://gatech.servicenow.com/asc>
  - Submit an inquiry via email: [support@asc.gatech.edu](mailto:support@asc.gatech.edu)
  - Call Customer Service support: 404 385-1111





# Scan Code for Campus Jobs Info:



## FINDING JOBS ON CAMPUS FOR UNDERGRADUATES

### Types of Undergrad Jobs

-  Student Assistant (SA) - 90% of undergraduate jobs  
Job boards for multiple departments:
  - [Campus Job Board](#)
  - [CareerBuzz Job Board](#)
-  Resident Assistant (RA) - 5% of undergraduate jobs  
[The 2024-25 RA Application](#) -  
The application will open October 31, 2023
-  President's Undergraduate Research Assistant Recipient (PURA) - 2% of undergraduate jobs  
[Spring 2024 Application](#) -  
The Spring 2024 application deadline is September 29, 2023
-  Federal Work Study Recipient (FWS) - 3% of undergraduate jobs
  - Must have a FWS award from Office of Financial Aid
  - [Learn More](#)

 Scan the QR code for more student employee resources.

### Job Sites for Individual Hiring Units:

- [Campus Recreation Center \(CRC\)](#)
- [Tutoring & Academic Support](#)
- [College of Computing \(CoC\)](#)
  - [Apply to be a CoC tutor](#)
- [Student Center](#)
- [Office of Information Technology](#)
- [Office of Minority Educational Development \(OMED\)](#)
- [Georgia Tech Research Institute \(GTRI\)](#)

### Important Campus Employment Information:

- Never start working until officially hired in the OneUSG Connect system
- New hires must complete "onboarding" (online new-hire documents AND in-person requirements) no later than 3 days after job start date
- All undergraduate jobs are paid bi-weekly/hourly
- Hourly students cannot be paid until they are officially hired AND have reported hours
- Enrolled students cannot be hired to work more than 20 hours/week at GT (all jobs combined)
- Read the Eligibility Policy [here](#)

# Questions?

