CAMPUS JOBS 101
For Undergraduate Students

Diana Robert
Student Employment Manager, GTHR
August 16, 2023
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

Data for November 2022
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 (2nd 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 2nd 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:

<table>
<thead>
<tr>
<th>Largest Campus Employers of Student Assistants</th>
<th>Fall 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Recreation Center</td>
<td>875</td>
</tr>
<tr>
<td>Electrical &amp; Computer Engineering</td>
<td>203</td>
</tr>
<tr>
<td>Tutoring &amp; Academic Support</td>
<td>194</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>169</td>
</tr>
<tr>
<td>Office Undergraduate Admission</td>
<td>160</td>
</tr>
<tr>
<td>Industrial &amp; Systems Engineering</td>
<td>135</td>
</tr>
<tr>
<td>Biomedical Engineering GT/Emory</td>
<td>122</td>
</tr>
</tbody>
</table>

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://careerdiscussion.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
  o In-person onboarding requires unexpired original documents (passport, SSN card... see list here) - Make sure your needed documents are on campus!
  o 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
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

Scan the QR Code to visit
The Student Employment Webpage
hr.gatech.edu/student-employment
Campus Resources

- Student Employment website – includes resources for student employees
  - [https://ohr.gatech.edu/student-employment](https://ohr.gatech.edu/student-employment)
- Onboarding information - for newly hired students
  - [https://ohr.gatech.edu/student-onboarding](https://ohr.gatech.edu/student-onboarding)
- Office of International Education (OIE) - for International students
  - [https://www.oie.gatech.edu/](https://www.oie.gatech.edu/)
- STAR Services – for personal financial assistance
  - [https://star.studentlife.gatech.edu/](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.service-now.com/asc](https://gatech.service-now.com/asc)
  - Submit an inquiry via email: support@asc.gatech.edu
  - Call Customer Service support: 404 385-1111
Questions?