

Information About Part-Time & Work-Study Employment

Office of Student Financial Aid
Visit our web site at: www.uiowa.edu/financial-aid

ACADEMIC YEAR 2008-2009

General Information

Students who wish to work while attending the University of Iowa will find that **job opportunities abound** on the University campus and in the local Iowa City/Coralville community.

Many benefits exist for students who are able to balance the demands of employment and academics. These benefits include:

- paying for educational expenses without incurring loan debt, and
- gaining valuable work experience to enhance your resume. It is not necessary that each employment experience relate to your future career goals in order to strengthen your resume. Employers are impressed by students who are able to succeed in the classroom while, at the same time, meet the demands of a job.

In addition, research indicates that working an average of 15-20 hours per week will not hinder your academic progress and, in fact, may help you stay and succeed in college. Paid employment can help you develop time management and organizational skills and gives you another community of friends outside of the classroom; however, balance is the key. College coursework doesn't take place just in the classroom. Information from the University of Iowa *Handbook for New Students* provided during Orientation recommends that for every semester hour of credit, you should expect to have one "contact hour" in the classroom and two "study hours" out of the classroom. If you work more than 20 hours per week, you may find it difficult to schedule enough study hours and the employment could have a negative impact on your success in school.

Due to the number of jobs, it is not necessary to begin the job search until arriving on campus in the fall. However, students who wish to familiarize themselves with the local job market, can **view job listings on the Office of Student Financial Aid web site (www.uiowa.edu/financial-aid).** Click on *Jobnet* under *Quick Hits* to access the current job listings.

Employment Options

- Off campus part-time
- On campus part-time
- Work-Study (financial aid program)

A major difference exists between part-time and Work-Study employment. **Under the part-time program, the employer pays 100% of the student's wage while under the Work-Study program which is supported by Federal and State financial aid funds the employer only pays 50% of the student's wage.** Due to budget constraints, some employers are only able to hire students through the Work-Study program.

Eligibility Requirements

- **Off campus part-time:** none
- **On campus part-time:** must register for at least one semester hour at the [University of Iowa](http://www.uiowa.edu)
- **Work-Study (financial aid program):** demonstrate financial need by filing a Free Application for Federal Student Aid (FAFSA), enroll half-time (six hours for undergraduates and five hours for graduate students) in a degree program, be a U.S. citizen or permanent resident, comply with the Reasonable Academic Progress (RAP) Standards, pay all University charges from a prior semester.

Employment Statistics

- **Off campus part-time:** actual number of students employed off campus is unknown, but off campus employers advertised 1,927 jobs on Jobnet
- **On campus part-time:** 12,004 students earned over \$27.9 million
- **Work-Study:** 1,655 students earned over \$2.3 million

Rate of Pay

For each employment option, the rate of pay is established by the employer based on job duties and qualifications. The minimum hourly wage for the State of Iowa is \$7.25 effective January 1, 2008.

Work Schedule

For each employment option, the work schedule is arranged with the individual employer. Based on State of Iowa law, students employed **on campus or through the Work-Study program are limited to 20 hours per week during the academic year** and 40 hours per week during spring break, summer, Thanksgiving break, and winter break. In addition, **employment dates for academic year Work-Study are August 24, 2008 through May 16, 2009.**

Average Earnings

For each employment option, the earnings will vary based on the rate of pay, weekly work hours and number of weeks worked. **The maximum earnings under the Work-Study program are \$3,500 based on the current maximum award (\$2,500 for entering freshmen).**

The chart on the following page shows the resources that working a modest number of hours can provide during the academic year (approximately 30 weeks).

Hourly Pay Rate	Hours per Week		
	12	15	20
Earnings at \$7.25	\$2,610	\$3,262	\$4,350
Earnings at \$7.50	\$2,700	\$3,375	\$4,500
Earnings at \$7.75	\$2,790	\$3,487	\$4,650

Job Search Techniques

Self Assessment

A successful job search requires you to look at the past and towards your future goals and direction.

- Review your current job skills. What can you offer an employer? Job skills can be both personal management skills (dependability, organizational skills, punctuality, etc.) and technical skills from past jobs or academic experiences (computer skills, office experience, child care background, etc.).
- Determine the skills you want to develop for career/professional goals and to enhance your resume.
- Assess the importance of employment versus academics. How many hours can you work per week without affecting your academic performance?
- Determine a potential work schedule based on a review of your class schedule.

Exploring Job Possibilities

- Utilize Jobnet available on the web (www.uiowa.edu/financial-aid) by clicking on *Jobnet* under *Quick Hits* to access the current job listings. Students can access Jobnet through a personal computer or any of the computers available at the Instructional Technology Centers on campus. Brochures regarding Jobnet and the ITC locations on campus are available at 213 Calvin Hall. The web site is updated daily. Information regarding the work schedule, job duties and qualifications, pay rate, and the person to contact for an interview or job application is provided for each job listing. Access to Work-Study jobs on the web site is only provided to students awarded Work-Study funds. A code must be entered on the web site to gain access to the Work-Study jobs. This code is provided on the award notification to students awarded Work-Study funds.

- **Attend the Student Job Fair, Friday, August 29, 2008, 9:00-3:00**, on the second floor of the University Capitol Center (Old Capitol Mall) at the corner of Washington and Clinton Streets.
- Review the classified section in the student newspaper, *The Daily Iowan*, and the local newspaper, *The Iowa City Press Citizen*.
- Explore Iowa Memorial Union jobs listed on the employment board at the Campus Information Center, first floor, IMU.
- Ask your employed friends for employment leads.
- Contact departments or businesses directly for employment leads.

Application/Interview Process

After reviewing personal employment goals and the available jobs, select particular jobs for additional follow up.

Call the employer to inquire about the application process. Many employers will have require the completion of a departmental job application detailing past work experiences, job skills and available work hours. Volunteer experiences can be a valuable resource when applying for paid positions. It is appropriate to list these experiences on an application or resume.

It may also be necessary to provide references. It is best to provide the names of past employers. If this is not possible, a character reference (former teacher, guidance counselor, member of the clergy, etc) can be provided.

After a review of the applications, the employer may request an interview. During the application and interview process, you should capitalize on what you can offer the organization. Detail the personal management and technical skills you can offer. Be positive and enthusiastic in the interview while, at the same time, providing an accurate assessment of your skills.

The interview is an important step to being hired for the job. Remember to be punctual and dress appropriately. Ask questions about the job which show your interest in the position. Remember, you are also interviewing the employer. After the interview, ask yourself whether or not this is really the right job for you.

If you are being interviewed for a job that is only being advertised under the Work-Study Program, you should bring a copy of your award letter with you to the interview to verify the amount of your Work-Study award.

Payment System

- **Off campus part-time:** arranged with the individual employer
- **Part-time & Work-Study:** The following documents are required by the Payroll Office in order to pay student wages.
 1. **Employment Appointment**
 2. **Form I-9:** For additional information, see *Form I-9* section.
 3. **Form W-4**
 4. **Authorization for Direct Deposit** Earnings are directly deposited in any bank in the United States.

For **on campus part-time or Work-Study**, the employing unit will create the appointment and complete the Form I-9 with the student. The appointment will be forwarded electronically for approval by the Student Employment area and then forwarded to the Payroll office. The student will need to access W-4 and Direct Deposit forms on the web via ISIS (isis.uiowa.edu) by logging in and then clicking on student records, HR Self Service & Earnings Statement and direct deposit and/or W-4 under Payroll Information.

For **off campus Work-Study**, these forms are available in the Student Employment area of the Office of Student Financial Aid. To obtain the documents, students should come in person to 213 Calvin Hall and bring a University of Iowa ID card or a driver's license **and** a social security card for purposes of identification.

Students are paid every two weeks based on the hours submitted to the Payroll Office on the Employee Time Record. Paychecks are directly deposited to the designated bank. Students may access biweekly payroll deposit information on the web via ISIS (isis.uiowa.edu) by logging in and clicking on student records, HR Self Service & Earnings Statement and paycheck review under Payroll Information. The Bi-Weekly Payroll Schedule is available via the Payroll web site (www.uiowa.edu/hr/payroll) in the *Payroll Calendars* section.

Form I-9

This form must be completed by the student and the employer to verify eligibility for employment in the United States. It will be available from your individual employer. **However, if you will be employed by an off campus Work-Study agency, you must complete this form with staff in the Student Employment Office in 213 Calvin Hall.** Documents necessary to complete this form include a picture ID (University ID or driver's license) and a social security card or birth certificate. **This form must be completed within three days of the initiation of employment. Remember to bring these documents with you to campus.**

Additional information about Form I-9 can be found at www.uiowa.edu/hr/immigration, under *Quick Links*, click on *I-9*.

Work-Study Information

Work-Study is a Federal and State funded financial aid program for students who have demonstrated financial need by filing a FAFSA.

One advantage to students is that they can deduct Work-Study earnings from their income on the following year's FAFSA. However, Work-Study earnings are taxable income and will appear on your W-2 Form and must be used as part of your adjusted gross income for federal and state tax purposes. In addition, some positions are filled by only Work-Study students.

NOTE: Work-Study does not mean the student is paid for studying. A Work-Study student must apply for a job and satisfy the employer's requirements to be hired and maintain the job. Work-Study wages are paid every two weeks directly to the student for actual hours worked. The wages are not applied to the University bill. Most students use Work-Study earnings to help pay for their own personal expenses.

Work-Study Positions Are Available On and Off Campus

- **On campus:** All University jobs which are not affiliated with a religious or political organization will qualify for Work-Study.
- **Off campus agency:** Over thirty community agencies (non-profit or government) are approved to hire Work-Study employees.
- **Community Service:** A variety of on and off campus employers meet the Federal definition of community service. These jobs include services which improve the quality of life for community residents. A listing of the community service employers is available in 213 Calvin Hall or on the office web site.
- **Reading Tutors:** In accordance with the President's America Reads Initiative, eligible students are trained by the College of Education to tutor local elementary students.

Student Employment Office
The University of Iowa
213 Calvin Hall
Iowa City, IA 52242-1315
(319) 335-1460

Monday-Friday
8:00-12:00 & 1:00-4:30

student-employment@uiowa.edu

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Office/Consumer/Award letter....pub July 2008