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In the Nation’s Service and in the Service of All Nations

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Introduction to Student Employment

Princeton’s campus employment program was organized formally in 1911 as the Bureau of Self-Help. During that year, students earned a total of $17,500 by husking corn, stoking furnaces and working in the library and the dining halls. The rate of pay that year was 20 cents an hour. Last year, nearly one-half of Princeton’s students worked part time during the academic year, earning a total of more than $3.4 million at rates of pay from $8.25 to $14.80 an hour.

Students work for a variety of reasons. Some need their earnings to help defray the basic costs of a Princeton education, while others want their earnings for social activities or other expenditures. Still others recognize that the skills and work habits they gain on the job will benefit them when they seek full-time employment, and some simply enjoy the camaraderie of work groups.

The Student Employment program maintains online listings of both on- and off-campus jobs and is open to all interested Princeton undergraduate students. Both routine and challenging positions are available on campus, and more than 2,400 undergraduate students took advantage of them last year. Off-campus jobs range from babysitting and doing yard work in the community to serving as an assistant at one of the many research institutions in the Princeton area. There were more than 300 off-campus positions available to students last year. Whether you plan to work on a permanent part-time schedule or only occasionally, our website, www.princeton.edu/se, should be the first stop in your job search.

We have prepared this guide to provide you with a general overview of part-time employment opportunities and related subjects. This information should be helpful to students beginning their employment search, as well as to currently employed students and potential employers.

If you have any questions about this material or would like to discuss the possibility of employment, please stop by our office.

Undergraduate Financial Aid
and Student Employment Office

220 West College
Office hours: 8:45 a.m. to 5 p.m. weekdays
609-258-3334; Fax: 609-258-0336
seoffice@princeton.edu; www.princeton.edu/se

Federal law requires all students to complete Form I-9 prior to employment. If you have not already completed this form, please stop by the Student Employment Office.

You cannot be employed until this completed form is on file.
Part-Time Employment and Financial Aid

Princeton believes that students can help meet some of their educational expenses by working both at summer jobs and part-time jobs during the academic year.

Job assignments included in financial aid packages assume students will be able to work an average of 10 hours per week for 30 weeks during the academic year. Studies have shown that such a modest time commitment does not cause academic difficulties. Consequently, students at all levels are encouraged to secure jobs. If academic difficulties do arise, students can replace some of their expected job earnings with a student loan.

While most students earn amounts equal to those estimated in their financial aid packages, some earn more. Current federal regulations dictate that students who receive Supplemental Educational Opportunity Grants, Perkins Loans or jobs under the Federal Work-Study Program (see page 5) cannot earn more than they are judged to need by the Undergraduate Financial Aid Office. Therefore, we monitor earnings in order to alert students when they approach their limits. Students who find themselves in this situation should stop by our office to see if their earning limit can be increased.

Although students are responsible for securing their own jobs, Student Employment offers assistance to incoming freshmen looking to find on-campus employment.

During the 2014-15 academic year, our office estimates students will be able to earn from $2,900 to $3,475. Since earnings are paid directly to students rather than credited to their accounts, they will probably be used for books, supplies and personal expenses.
How to Find a Job

Job postings, along with other student employment information, can be accessed on our website at www.princeton.edu/se.

Federal Work-Study Program

Many students awarded jobs as part of their financial aid package are assigned to the Federal Work-Study Program (FWS). Students working under the FWS program have their wages subsidized by the Department of Education. To be eligible for this program at Princeton, students must:

• Demonstrate need under the Department of Education’s methodology
• Have a campus job as part of the financial aid award
• Be enrolled full time
• Demonstrate satisfactory academic progress

Not all students who are awarded jobs are eligible for Federal Work-Study funds. Eligibility is indicated in the financial aid award letter. The number of students able to participate in the program also depends on the annual allocation the University receives from the U.S. Department of Education.

Federal Work-Study students are paid on an hourly basis only. Thus, salary, fee or commission arrangements are not permitted. Students must be paid for all hours worked and may not volunteer their services to employers. Earnings are carefully monitored, and those students who exceed the limit specified in their financial aid package may be required to withdraw from the program. The Student Employment Office will notify students who are approaching their earning limit and give them an opportunity to request adjustments to their financial aid package.

Princeton encourages students to work in community service areas such as education, health care, housing and neighborhood improvement, literacy training, public safety, recreation, rural development, transportation, and other activities specified in the Community Service Act.
Employment Opportunities at Princeton

Many University departments, programs and organizations offer jobs to students throughout the academic year, and some during the summer. Here is a list of a few of the opportunities, with something for just about every interest.

Major Employing Departments

Academic and Administrative Departments

Academic and administrative departments provide a wide range of positions for students during each academic year. Application for these positions can be made either through Student Employment or the administrative offices of the departments. Because these positions open at various times during the year, persistence will be your best ally in landing one of them. Academic departments may have opportunities for students to participate in research programs. Duties may vary in scope and complexity and may include computer programming, data acquisition and analysis, instrumentation operation, report preparation, and direct participation in experimental and theoretical research. Students who are interested in pursuing a research program are encouraged to speak with faculty members working in relevant disciplines.

Athletics

The Department of Athletics offers a number of jobs to students on a seasonal basis throughout the academic year.

The Campus Recreation Office hires students as equipment checkers, building monitors and fitness supervisors in Dillon Gym/Stephens Fitness Center; supervisors in the intramural program; and instructors in the instructional/group fitness program.

The Office of Athletic Communications hires students interested in sports to work at games and assist with office work including writing press releases, brochures, programs and schedules, and reporting events.

The Office of Event Operations hires students as ushers, ticket takers, ticket sellers, program distributors, clock operators, goal judges and supervisors for various athletic events. Jadwin Gym positions as building or fitness monitors for varsity facilities are also available.

The Office of Athletic Marketing hires students to assist with game atmosphere and promotional elements of athletic events. Opportunities are available in game-day promotions and on-campus marketing, and serving as the Tiger (mascot).

The Princeton Varsity Club hires students to assist with special events, including event preparation, event registration, and site set-up and decoration.
The *Equipment Manager* hires students to help with team laundry in Caldwell Fieldhouse.

**Campus Dining**

Campus Dining has provided jobs for generations of Princeton students, offering financial rewards and valuable experience in management. Students will have the greatest opportunity for promotion if they begin working for Campus Dining as freshmen. Increased financial rewards within the pay schedule come with sustained employment. The Campus Dining units are described as follows:

*Butler and Wilson Colleges* employ about 70 students. Shifts are available at dinner during the week and at brunch and dinner on the weekends. Scheduled work hours are flexible, and students average from six to eight hours of work each week.

*Forbes College* employs about 25 students. Shifts are available at dinner during the week and at brunch and dinner on the weekends. Students average from six to eight hours of work each week.

*Rockefeller and Mathey Colleges* employs about 70 student workers. Shifts are available at dinner during the week and at brunch and dinner on the weekends. Students average from six to eight hours of work each week.

*Whitman College* has approximately 40 student employees. Shifts are available at dinner during the week and at brunch and dinner on the weekends. Students average from six to eight hours of work each week.

*The Center for Jewish Life*, a facility that provides kosher meals, employs approximately three students. Shifts are available Friday through Sunday during dinner.

Campus Dining hires approximately 300 students during the Reunions/Commencement period and sign-up information will be posted on the website [www.princeton.edu/food](http://www.princeton.edu/food) during the spring semester. More complete information about the work force in these units, the opportunity for promotion, serving hours and any special conditions of employment is available from the chef manager, unit manager or the Student Employment Office.

**Campus Venue Services**

Campus Venue Services employs more than 100 students in customer service positions located in a variety of places around campus, including the Frist Campus Center, Richardson Auditorium and Andlinger Center. The positions are extremely visible and require working with the campus community and visitors. Duties can include greeting visitors, selling tickets, ushering, working with production staff and supporting events. Work hours are flexible and may include morning, afternoon and night shifts. Positions are
available throughout the academic year as well as during Reunions, Commencement and in the summer months. Available positions include:

- Building supervisors
- Event assistants
- Event support crew
- Mic runners
- Production assistants
- Student ushers
- Ticket associates
- Welcome Desk attendants

Student positions are posted on the Student Employment Office website at www.princeton.edu/se.

**Grounds and Building Maintenance**

The Department of Grounds and Building Maintenance may provide opportunities for students as maintenance helpers during both the academic year and in the summer. Maintenance helpers are employed to assist University trade workers, including carpenters, electricians, grounds workers, HVAC mechanics, masons, painters, plumbers, roofers and science facility maintenance mechanics. Students may also be employed to perform manual labor for all the physical requirements of Reunions and Commencement in May and June. During the winter months, walk-in hourly work shoveling snow may be available. Interested students should call the Maintenance Department Grounds Shop (609-258-3439) just before or during periods of snow removal to see if help is needed.

**Library**

The University Library is a source of employment for approximately 250 undergraduates each year. There are a variety of positions, ranging from entry-level work doing shelving and photocopying to higher-level work requiring computer skills, subject expertise, and/or the ability to read a foreign language. In addition, there are some sitting positions available in special collections and the branch libraries. These positions require students to be present at a designated location performing tasks about 50 percent of the time, but with the remainder of the time available for studying. Students exhibiting proficiency in their work and qualities of leadership may be promoted to supervisory positions in certain units of the library.

Jobs typically involve a variety of duties and are in units within Firestone Library or at one of the branches. Some positions require students to work weekdays, while others involve evening and/or weekend hours. Some have flexible hours, while others require students to keep established schedules. Some positions are behind the scenes, while others involve dealing with the public.

Many library positions enable students to practice proficiencies they are learning in their classes, such as language or computer skills, or to learn library procedures that may help them with their studies.
Students who are interested in pursuing library positions are encouraged to review available positions on the Student Employment website or approach supervisors directly in the library units where they would like to work.

**The McGraw Center for Teaching and Learning**

The McGraw Center hires students at the beginning of the fall semester and again at the beginning of the spring semester for a variety of jobs.

The center hires 50-60 peer tutors each year for *Study Hall@Frist*. Through Study Hall, the center provides free tutoring in introductory-level mathematics, chemistry, physics, economics, politics, and operations research and financial engineering. Study Hall is open Sunday through Wednesday evenings from 7:30-10:30 p.m. throughout the semester, and students drop in to the 300-level of the Frist Campus Center to take advantage of experienced, trained undergraduate tutors available to guide them through learning course material, thinking through problem sets and preparing for exams.

The center staff emphasize helping students to help themselves and look for tutors who enjoy working with others and who want to improve their problem-solving skills. Prospective tutors need to have earned an A- or higher in the course they would like to support. Training is provided in managing group work, fostering collaboration and effective tutoring. Apply at: [www.princeton.edu/mcgraw/us/studyhall/shapp/app](http://www.princeton.edu/mcgraw/us/studyhall/shapp/app).

The *English Language Program’s Conversation Partner Program* hires approximately 20 students a year to pair up with international graduate students so that they can work on their spoken English skills and learn about American and Princeton culture. Partners meet one hour a week. If you are interested in being considered for the program, email [elp@princeton.edu](mailto:elp@princeton.edu).

The *New Media Center* (NMC) employs student digital media consultants. Consultants preferably have some experience in one or more of the following areas: Photoshop, Final Cut Pro, Adobe Premier and digital A/V (audiovisual) editing. Interested students should call 609-258-6073, or fill out the online form at [www.princeton.edu/nmc](http://www.princeton.edu/nmc), clicking on Our Staff and then Student Employment.

The *Broadcast Center* hires several students each year to assist with on location video recording and video editing. They also hire students to help with data entry, filing, printing, and organizing department supplies and equipment. Students interested in working at the Broadcast Center should be able to work independently with little supervision and have experience in Microsoft Office Suite. Students with video camera experience and video editing experience in Final Cut Pro are preferred. Interested students should email [bctv@princeton.edu](mailto:bctv@princeton.edu).
Office of Information Technology

The Office of Information Technology (OIT) employs up to 50 students to help support various technology services and resources on campus. Weekday, evening and weekend work opportunities are available. A few OIT positions also open each year for clerical tasks and on-campus delivery work. These jobs are posted with the Student Employment Office and typically have flexible hours.

The Humanities Resource Center employs student assistants. No previous experience is required, however in-person and phone customer service and/or library experience is a plus. Interested students should call 609-258-0739.

Media Services employs students each year to work as audio-visual equipment operators. A/V operators provide digital media, laptop projection and sound reinforcement support services for classes, student organizations and special events. Working hours are flexible and assigned according to students’ academic commitments. Specific skills are not required; Media Services provides training. Interested students should call 609-258-3196 or email media@princeton.edu to arrange for an interview.

Student Computing Services employs students each year to work as technology consultants in the Student Technology Consultant (STC) program. Student consultants provide technology support to fellow students in the residential colleges and upperclass dorms. Students are hired in the spring to work the following academic year. Interested students should visit the STC website at www.princeton.edu/stc for more information.

The OIT Solutions Center Tech Clinic hires student staff in the late-spring and fall semesters, with all new hires beginning in the fall semester. The Tech Clinic (located on the 100-level in Frist) offers computer consulting services, from software diagnostics to hardware support, to the Princeton University community. Consultants work on computers brought to the clinic and provide the tools and guidance to resolve the problem. Interested students should call 609-258-8181.

Distributed Computing Services employs students to work as technical associates. Student technical associates provide computer troubleshooting and support to departments and maintain the “Classroom-In-A-Box” laptop loaner program by setting up, performing routine maintenance and upgrading software as needed for the 60-plus laptops in the program. Students are hired late May through August. Interested students should email scad@princeton.edu.

For more information about student employment in OIT, visit www.princeton.edu/oitstudentjobs.

Department of Public Safety

The Department of Public Safety (DPS) has employment opportunities for approximately 40 Princeton University undergraduate and graduate students each year. Responsibilities of the student
employees vary depending upon the assignment: University operator, administrative office assistants, lock-out service workers and Reunions staff members. Students who demonstrate initiative, job knowledge, dedication and leadership ability may be considered for management positions.

Those interested in serving the community will find the work in Public Safety especially rewarding. For more information about becoming a student worker at DPS or to apply, email Lisa Linn De Barona at linn@princeton.edu. To learn more about DPS, visit the website at: publicsafety.princeton.edu.

Student Agencies

One unique aspect about Princeton is its Student Agencies program, which is comprised of 14 student-led businesses providing products and services to the campus community and jobs for more than 250 students. Each agency is led by a student who is responsible for operations and finances. Students are employed as team leaders, accountants, sales specialists, drivers, general labor, designers, editors, security guards and other responsibilities, depending on the needs of each agency. Most agencies operate throughout the academic year and a few are operational during the summer months.

Students may also start a new student agency. All that is necessary to begin is a bright idea for a product or a service and a lot of entrepreneurial initiative. Students must apply to the Princeton Student Agencies office for permission to market their product or service. After a short screening process, the new agency is given support to sell the product or service on campus. If students wish to take over the management of an existing agency, they may apply for the position as it becomes available. Student director terms run from April 1 to March 31 each year.

Contact the Princeton Student Agencies office or the appropriate agency director if you have questions. For additional information, visit the website at www.princeton.edu/agencies. You can also email the office at agencies@princeton.edu or call 609-258-4906.

Working in the Student Agencies program gives students the opportunity to gain practical business experience and leadership skills certain to make them more attractive job applicants at the end of their four years at Princeton. Student agencies currently operating on campus include:

- Design
- Dorm Furnishings
- Formal Services
- Laundry
- Moving and Storage
- Picture Perfect
- Publicity

- Ring and Frame
- Safeguard
- Special Occasions
- TigerGear
- Video Production
- Water & Beverage
- Yearbook
TigerCall (Annual Giving)

TigerCall is an outreach program through the Office of Annual Giving, where current Princeton students serve as student ambassadors for the University while calling undergraduate and graduate alumni as well as parents. TigerCall calls alumni and parents of Princeton to gain support for the current year’s Annual Giving campaign and to provide campus updates and happenings. TigerCall calls during both fall and spring semesters and optionally during the month of June. TigerCall is a fun and energetic job for those who enjoy engaging with others.

The Office of Annual Giving employs 70 students through the TigerCall program. TigerCallers are expected to work two, three-hour shifts for a total of six hours a week. TigerCall calls Monday–Friday (except Thursday) from 7 p.m. to 10 p.m., Saturday and Sunday from 1 p.m. to 4 p.m., and an additional calling shift on Sunday from 4:30 p.m. to 7:30 p.m.

TigerCallers are able to pick the two shifts out of the seven total shifts available that fit best into their schedule at the beginning of each semester. The starting pay rate for TigerCaller is $11.50 per hour, plus incentives.

Skill Set: TigerCall is looking for Princeton students who are dependable, enthusiastic, knowledgeable about Princeton, and have excellent telephone communication skills. TigerCall also requires a skill set to balance team work with independent work during TigerCall shifts.

Calling on behalf of the Office of Annual Giving requires a mandatory training session before calling starts to further understand the goals of Annual Giving. Annual Giving supports many areas on campus ranging from financial aid, to residential colleges, to fellowships, etc.

Throughout TigerCall there will be continuous training to remain current with the Annual Giving campaign and status.

Further Information: TigerCall also provides great resources and networking opportunities for internships and potential job opportunities. Plus, TigerCall creates an opportunity for you to receive advice from a fellow Princetonian who can provide valuable insight. TigerCall is also good work experience to list on your resume.

For more information about TigerCall and to apply, visit the Student Employment website or email agtcall@princeton.edu.

University Health Services (UHS)

University Health Services, located at McCosh Health Center, offers job opportunities to students interested in working in a health care environment. Employment is available in athletic training, physical therapy, and health promotion and wellness.

Student workers are expected to work a minimum of five hours each week (flexible scheduling is available with many of the positions), dress appropriately for a health care facility, and deal with patients, staff and visitors in a professional and confidential manner. Student workers are
considered to be part of the health care team and are expected to observe its standards of conduct and ethics.

For additional information, visit www.princeton.edu/uhs.

Community Service

Students eligible for Federal Work-Study are encouraged to seek employment in areas of community service. Employment can be in either public or private nonprofit organizations and is available during both the academic year and in the summer. Students are paid for work that improves the quality of life and serves the needs of community residents, particularly low-income individuals. Summer positions can be located either in the student’s home community or elsewhere.

Positions have included construction supervisors for low-income housing, teaching assistants in math and English, tutors, aides to students with disabilities, legal researchers, environmental studies educators and camp counselors.

Agencies can be located in any of the 50 states. Students who have participated in the program have observed that community service not only gives them a sense of personal satisfaction, but it also often provides them with valuable experience in areas in which they have a career interest.

Enrolled students with a Federal Work-Study job included in their financial aid award can participate.

The community service Federal Work-Study Program is a contractual agreement between Princeton University and the nonprofit agency. Students are paid biweekly with a check issued from Princeton University. Pay rates vary with the job and fall within the wage scale for Princeton University student workers.

The following agencies are some examples of service within the Princeton community.

Pace Center for Civic Engagement

The Pace Center for Civic Engagement helps make civic engagement an integral part of the Princeton experience by connecting students with experiential service opportunities to sustain lasting and meaningful change in the community and around the world. From civic action break trips and social entrepreneurship, to public service internships and direct volunteerism, students are learning beyond the classroom, being exposed to new perspectives, stretching their own views and leading the way to make a positive impact.

The Pace Center’s programs are centered on four core values: engaged discovery, impactful programs, community focus and student leadership. Freshmen can start a path to civic engagement at Princeton during Orientation with the Pace Center’s Community Action program, which introduces students to Princeton University and the community with
an immersive week of service. But it doesn’t end there. From tackling a pressing social issue on a Breakout Princeton fall or spring break trip, to joining an ongoing service project with the Student Volunteers Council (SVC) and Community House, or working with a student advocacy group through the Pace Council for Civic Values (PCCV), the Pace Center’s student-led, student-driven initiatives offer a wide array of ways to get involved and make a difference. Over the summer, students can continue to learn and engage through an internship. The alumni-driven Princeton Internships in Civic Service (PICS) program, in partnership with the Pace Center, connects students to careers and Princeton alumni in the nonprofit and public service sector. The Daniel and Florence Guggenheim Internships in Criminal Justice and the Interfaith Summer Internship Program offer additional opportunities to learn more about a variety of social issues. Graduating seniors can extend service with a postgraduate fellowship, while graduate students can teach with the Prison Teaching Initiative.

The Pace Center hires student workers to assist in supporting, organizing and promoting these programs. Positions are available to manage volunteers, coordinate programs, work on publications and design, support website and database functions, manage fleet maintenance, and provide general office support. Typically, the Pace Center hires 15 to 20 Federal Work-Study students each year.

For more information, visit pace.princeton.edu or contact:

Carey Hoover, Business Manager
Pace Center for Civic Engagement
201D Frist Campus Center
Phone: 609-258-7260, or email: pace@princeton.edu
Website: pace.princeton.edu

Princeton Internships in Civic Service (PICS)

The Princeton Internships in Civic Service (PICS) program provides paid eight- to 10-week summer internship opportunities for Princeton students to explore potential careers in public service and the nonprofit sector with national and international organizations in partnership with the Pace Center for Civic Engagement. For summer 2013, the program offered more than 90 internship opportunities in all fields of service, including the arts, journalism and media; education and educational policy; environmental issues; finance and business development; legal services; medical services and health policy; public policy and human rights; relief and development; and social service and community development. A key component of PICS is the pairing of the intern with an alumni partner, providing, for many, their initial encounter with the Princeton alumni network. Many PICS interns have formed lasting relationships with alumni partners and the partners have been a valuable resource for interns during the program and beyond.
The PICS program was founded by the Princeton University Class of 1969 Community Service Fund and currently is supported by the fund, eight alumni classes, as well as regional alumni clubs. Information and student applications for summer 2015 will be available online beginning in late fall 2014. Most summer internship placements are eligible for Federal Work-Study funding. Interns are selected based on their interest and compatibility with the organizations. All students are encouraged to apply regardless of class year or prior work experience.

PICS hires student workers to assist in supporting the PICS program. Positions are available to work on publications and design, support website and database functions, and to provide general office support. PICS hires one to two Federal Work-Study students each year.

For more information regarding employment with PICS, contact:

Jeri Schaefer, PICS Executive Director
Princeton Internships in Civic Service (PICS)
201K Frist Campus Center
Phone: 609-258-2682, or email: jeris@princeton.edu
Website: pics.princeton.edu

Community-Based Learning Initiative (CBLI)

Princeton University’s Community-Based Learning Initiative (CBLI) facilitates community-based research projects that connect course work and independent research to the needs of local community organizations. Working with faculty members and community leaders, students develop research plans, collect and analyze data, and share their results and conclusions with organizations and agencies that can use the information, as well as with their professors. These projects can be done as term papers in courses, or as a junior paper or senior thesis. The topics are timely and important, and research projects emerge from CBLI’s partner organizations’ work on critical issues such as housing, health care, education, community development and the environment.

CBLI’s Derian internships provide an opportunity for students to do academic research as part of a nine-week, full-time position with a local nonprofit organization over the summer. Derian interns perform significant programmatic work with their host community organization while also undertaking focused research. This research performs two functions: it becomes the basis for the student’s junior paper or senior thesis, and it also provides the host organization with much-needed information to secure funding, improve programming and increase organizational capacity.

Detailed information about CBLI courses and Derian internships is available on the program’s website: www.princeton.edu/cbli. For more information, contact:

Maria Bohn, Program Coordinator, CBLI
36 University Place
Phone: 609-258-9750 or email: mbohn@princeton.edu
Princeton-Blairstown Center

Princeton-Blairstown Center (PBC) was founded in 1908 by a group of Princeton University undergraduates and alumni in the sixth year of Woodrow Wilson’s Princeton presidency as a response to his ideal of “Princeton in the nation’s service.” They joined together to take 30 impoverished boys from Philadelphia to a two-week summer program located at Barnegat Bay, N.J., in order to teach “understanding and sympathy” and provide exercise and a respite from urban life.

While much has changed over our 106 year history, we remain committed to serving some of our region’s most at-risk youth. Today, our mission is to transform the lives of vulnerable young people through integrated experiential and adventure-based programming in schools and at our outdoor campus. We collaborate with schools, university partners and community-based agencies to develop in youth deepened self-awareness, responsible decision-making, teamwork and leadership skills.

Today, the center provides a number of opportunities for service at one of our three partner schools in Trenton and on the Princeton University campus, where we provide on-campus trips for urban middle and high school students that are hosted by undergraduates. Summer-long instructional positions and internships at our Blairstown Campus involve spending most of the time outdoors with urban youth.

Our staff training, which is among the most comprehensive in the field of adventure-based experiential education, provides Princeton students with a summer of challenge, growth and success in expanding and practicing such skills as critical thinking, problem solving and leadership, all in the beauty of the natural world, with young people of cultural and socioeconomic diversity.

For further information and an invitation to participate in making a difference in the lives of young people today, contact:

Katherine Carmichael, Senior Director for Programs and Outreach
Phone: 609-921-0082 or email: kcarmichael@princetonblairstown.org
Website: www.princetonblairstown.org

Princeton Young Achievers (PYA)

Princeton Young Achievers (PYA), part of the Princeton YMCA, operates three community-based after-school learning centers that serve children in grades K-5, from low- and moderate-income neighborhoods of Princeton. This program enables children in grades K-5 to improve study habits, strengthen reading and organizational skills, and complete daily homework assignments to keep them on pace in the classroom.

The largest PYA learning center, Henry F. Pannell, is within walking distance of campus. Princeton University students are able to work as academic tutors in PYA’s after-school program; as enrichment leaders in activities such as language arts, math, science, music, and arts and crafts;
and as computer support leaders.

For additional information, contact:

Mary Traub, Education Director PYA Princeton Family YMCA
Phone: (609) 497-9622 ext. 203, or email mtraub@princetonymca.org

Summer Employment

The Student Employment Program often can help students needing summer work. The amounts expected by the Undergraduate Financial Aid Office from summer employment range from $1,600 for entering freshmen to $2,600 for upperclass students.

The Student Employment website lists part-time and full-time summer work opportunities both on campus and in the Princeton community. Because these jobs have diverse schedules, responsibilities and pay rates, students must be available to work flexible hours and have varied interests in order to accept them.

The Federal Work-Study Program offers summer employment to those students who qualify. Eligibility requirements are the same as those for participation in the program during the academic year, as described on page 5. Summer jobs are available off campus under the program, but they must be with nonprofit agencies in the United States. Because off-campus employment in this instance is based on a contractual agreement between the University and the employer, students should stop by our office for details.

Students can also get advice and leads on summer employment from the Office of Career Services.

Off-Campus Employment

The economic strength of the Princeton area lies in its diversity, and this strength underlies many of the employment opportunities available to students. Jobs in high-tech manufacturing, research, consulting companies, financial institutions and the headquarters of many large and small businesses offer students a unique opportunity to try different work environments during their four years at Princeton.

Job Location and Development (JLD) Program

The Job Location and Development (JLD) Program is a free job-referral service designed to locate and develop off-campus, part-time employment for students during the academic year. The program is available to Princeton University students through the Student Employment website, regardless of their financial need. Students do not have to be eligible for financial aid in order to apply for these jobs. The JLD Program encourages students to participate in community service jobs, particularly those that provide assistance or support to individuals and families needing such aid.
Things Students Should Know about Student Employment

You will probably have questions about your job and student employment in general, and our staff is here to answer them. Some of the more common areas of interest are discussed below.

Students under 18 should be aware that they will need working papers before they can start their campus jobs. These papers are completed by the student and require a physician’s signature. Once completed, working papers are returned to our office.

Federal law requires all students to complete Form I-9 prior to employment. If you have not already completed this form, please stop by the Student Employment Office.

International Students

According to visa regulations, international students’ working hours are limited to 20 hours per week during the academic year, and 40 hours per week during vacations (fall break, intersession, spring break and summer vacation).

Wage Classification System

All student jobs allow for payment on an hourly basis, with rates of pay determined according to two criteria—the job classification and the length of time the student has worked in that job or a related field. Job classifications and sample job categories are listed below.

Positions

Classification AA positions (sitting positions) must remain at their work site during their hours of employment for the purpose of information and security, performing tasks for about 50 percent of the time.

Classification A positions require no special skills or prior experience.

Classification B positions require limited skills and/or experience.

Classification C positions usually require at least one year of experience in the department or related work area.

Classification D positions normally require one or more years of experience or related course work. Jobs entailing extensive physical exertion, adverse working conditions or the need for special skills are also included in this classification.

Classification E positions usually require from two to three years of experience or related course work and have a higher level of responsibility.

Classification F and G positions are determined by experience and proficiency in the necessary area. These positions typically require three or more years of experience or related course work.
Classification $H$ and $I$ positions require two or more years of experience or related coursework and/or special skills along with proficiency in a particular area. These positions may include peer supervision.

Classification $J$ positions require either a high level of expertise or responsibility, and there is no assigned rate. Rates are individually approved through Student Employment for payment.

Payroll/Time Collection Procedures

Princeton University uses a Web-based time collection system to document hours and pay University students for time worked. The biweekly pay period for students extends from Monday through Sunday. Biweekly payroll and time collection schedules are posted on the Office of Finance and Treasury website: finance.princeton.edu (How To> Payroll>Monthly & Biweekly Payroll Cycles). Students should record their hours worked on a daily basis in the time collection system (https://isserver11.princeton.edu), and gain approval of their time for a given pay period no later than 5 p.m. on the Monday following the end of the pay period. (This deadline may be earlier during holiday periods.) Subsequent to the student’s entry, the student’s supervisor must approve his or her time before the hours are compiled and transmitted to the payroll system and for payment to be issued. Any time entered or approved after the deadline is considered late, and payment to the student will be delayed until the next regularly scheduled pay period. Payroll procedures for students working under the Federal Work-Study Program are the same as those for other student employees.

Students are also strongly encouraged to enroll in direct deposit. Sign up for direct deposit online using SCORE (Payroll > Direct Deposit). After enrolling in direct deposit, all payments from the University, whether it’s funding for an independent research project, support for an event that you’re organizing, or wages for your on-campus job, will be deposited directly to the bank account you specify. Your pay statement will be available in SCORE to print or view. Students who choose not to enroll in direct deposit will have to pick up their checks in person at the Financial Service Center, 7 New South, during regular University business hours.

Payroll information, including policies and how-to’s, is available on the Finance and Treasury website, finance.princeton.edu. If you have any questions, please contact the Financial Service Center at 609-258-3080 or finance@princeton.edu. If you encounter technical issues when adding an attachment to a requisition and need assistance, or for assistance with NetIDs and passwords, please contact the OIT Help Desk at 8-HELP option #2.
Benefits

Student employees are not eligible for benefits such as sick leave, holiday pay, vacation or a retirement plan, but they are eligible for Worker’s Compensation under provisions of New Jersey law. Worker’s Compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or disabilities incurred while on the job. Supervisors should be contacted as soon as possible in the event of any on-the-job injuries in order to allow for completion of the necessary forms.

Conflict Resolution

Our office hopes that any minor disagreements between student employees and their employers can be worked out within the department. However, the following steps should be followed if this is not possible.

Students should first bring employment problems to the attention of their immediate supervisor in order to seek a mutually satisfactory solution. When problems cannot be resolved this way, students should discuss their concerns with the heads of the employing departments. If this also fails, students should then make an appointment with the Undergraduate Financial Aid and Student Employment Office. Depending on the nature of the problem, our office may refer a student to other University resources for counsel and resolution.

Termination

Once students have been selected for a job, their continued employment depends upon their satisfactory performance of the required duties. If a student’s employer decides that his or her performance is not satisfactory, then he or she may be released. That student’s employer must then notify our office. The student’s eligibility for future employment on campus will depend on the reason for dismissal.

If a student decides to terminate his or her employment, at least two weeks’ notice should be given to the employer. In addition, the student should discuss the reason for termination with the employer and, if he or she wishes, with the Undergraduate Financial Aid and Student Employment Office. Continued employment cannot be guaranteed to students who are released from or voluntarily resign from their jobs.

Student Compensation

The Student Employment Program seeks to ensure fair compensation and labor practices for all student employees at Princeton University. Accepted principles of just compensation and fair employer and employee practices guide the office in its decisions and recommendations. As such, students who work more than 40 hours in one defined workweek are
paid at a rate of one and one-half times their base rate for the excess hours, in accordance with the federal Fair Labor Standards Act.

Our office may review any policies involving wages, benefits or terms of employment. It also reviews publications related to student employment compensation and conditions at the University and makes recommendations concerning any policy conflicts within the student compensation system.

The office welcomes comments and suggestions from the University community regarding student employment compensation and any other issue that affects students working on or off campus.
Hourly Rates of Pay for Student Employees

*Federal Work-Study Program 2014-15 dates are Sept. 1, 2014 – May 10, 2015*

### Classification

<table>
<thead>
<tr>
<th>AA</th>
<th>Sitting positions</th>
<th>$8.38</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A–G</strong></td>
<td></td>
<td>(no hours progression)</td>
</tr>
<tr>
<td>Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0–240</td>
<td>$10.90</td>
<td>$11.00</td>
</tr>
<tr>
<td>241–480</td>
<td>11.30</td>
<td>11.40</td>
</tr>
<tr>
<td>481–720</td>
<td>11.45</td>
<td>11.60</td>
</tr>
<tr>
<td>721–up</td>
<td>11.60</td>
<td>11.75</td>
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<table>
<thead>
<tr>
<th>H</th>
<th>Manager</th>
<th>$14.60</th>
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<tbody>
<tr>
<td><strong>I</strong></td>
<td>Coordinator</td>
<td>$14.80</td>
</tr>
<tr>
<td>Instructor</td>
<td>$14.80</td>
<td></td>
</tr>
<tr>
<td><strong>J</strong></td>
<td>Individually approved for payment by the Undergraduate Financial Aid and Student Employment Office</td>
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</tbody>
</table>

Any employment of students at rates over $14.80 (rate J) an hour must be coordinated with our office.
Tips on Landing a Job

While the Undergraduate Financial Aid and Student Employment Office helps with job referrals, there are other ways of obtaining a job on campus, and that is primarily through your own initiative. Here are some tips:

• Do not be afraid to use your contacts. If you have a friend who is working in a place where you would like to work, a word of support from that friend to a supervisor could prove helpful in securing a job. If you know professors or administrators from class, or some other association, make them aware of your interests, skills and experience, and ask them to keep you in mind for any jobs that may open up.

• Prepare a résumé of your work experience, and update it as often as necessary. A short, well-organized synopsis of your skills and experience is always an advantage when making inquiries or being interviewed for a job. This is not the time to be modest, so present yourself in the best light possible.

• Be persistent, and always follow up on an interview by thanking the interviewer and reaffirming your interest in the job. If you do not hear from the prospective employer within two weeks, you should call again to ask if any decision has been made.

• Be prompt for your interview and any further scheduled appointments with the employer.

• Be sure you have taken the demands of your academic schedule into account before you commit yourself to your work schedule.