



Student Employment

2018-19



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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 \$3.5 million at rates of pay from \$8.60 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 2,500 undergraduate students took advantage of them last year. Off-campus jobs range from baby-sitting 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 Morrison Hall

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.

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 work 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 and alert students when they approach their limit. Students whose cumulative wages are nearing their job allowance should stop by our office to see if their earnings 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 2018–19 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

Some students are assigned to the Federal Work-Study Program (FWS) as part of their financial aid package. 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. In alignment with its vision, Campus Dining seeks to bring together expertise in culinary arts, wellness, sustainability, procurement and hospitality to develop innovative programs in support of Princeton's diverse and vibrant community. A dozen professionally trained chefs lead the culinary team in creating 18,000 meals per day at 30 locations across campus.

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 employ 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 at dining.princeton.edu during the spring semester. Additional information about Campus Dining opportunities is available from a unit's executive chef or student coordinator, or the Student Employment Office.

Campus Venue Services

Campus Venue Services employs more than 250 students in customer service related positions in these areas:

- Frist Campus Center
- Lewis Center for the Arts
- Julis Romo Rabinowitz Building & Louis A. Simpson Building
- Andlinger Center for Humanities
- Venue Services
- Performing Arts Services
- University Ticketing
- Reunions and Commencement ushers
- Reunions and Commencement Golf Cart Teams

All *Campus Venue Services* positions are posted on the Student Employment website at www.princeton.edu/se. They are extremely visible and require working with the campus community and visitors. Duties can include greeting visitors, managing the use of campus venues and supporting events. Work hours are flexible and 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 are:

Building Supervisors are the eyes and the ears of the spaces in which they work. They help manage the buildings and student workers, help with all event prep and assist with audio-visual needs for meetings and other activities.

Welcome Desk Attendants serve as the face of the Frist Campus Center and are the go-to resource for all things Princeton. They answer emails and phone calls and are the first resource for all patrons and residents of the building.

Lewis Center for the Arts (LCA) workers serve as the face of LCA and assist with setups and front of house at performances along with a range of other duties.

Andlinger and JRRLAS workers assist with events and other building duties.

Performing Arts Services, based at Richardson Auditorium and the Frist Theatre, provides technical production and front of house support to the residential college theaters, Taplin Auditorium, Woodrow Wilson School, the chapel and other spaces across campus. Student positions are extremely flexible, and generally involve supporting performing arts events and lectures. Available positions are:

Event Assistants greet and assist patrons, act as ushers, and work with backstage management during events at Richardson Auditorium and across campus.

Audio Assistants work with the Audio Engineer at Richardson Auditorium to support live and recorded events.

Production Assistants work with the Frist Theatre Production Manager to provide technical assistance for events, involving lighting, audio and video projection.

University Ticketing operates two centralized ticketing offices which sell and distribute tickets to events all across campus from its locations in the Frist Campus Center and in the Arts and Transit Neighborhood. University Ticketing assists with ticketing for performances at Richardson Auditorium, Lewis Center for the Arts, University Chapel, residential colleges, Frist Campus Center and many others. About 30 to 40 students are employed in the positions listed below. Each position requires a high degree of customer service and the ability to work well with others. Work hours are flexible; include mornings, afternoons and evenings. These positions require an upbeat and friendly attitude and the ability to work both independently and as a team. Available positions are:

Ticket Associates sell and distribute tickets for University events in person and by phone.

Mic Runners support lectures and other events with a Q & A section to run microphones to audience members.

Reunions and Commencement Ushers: Students are hired to work in a variety of behind the scenes and front line service positions during Reunions and Commencement. Tasks can include checking people in, handing out programs, wrist-banding, line management and greeting visitors among other duties.

Reunions Rover and Commencement CART Teams: The Rover/CART is a student-driven golf cart transport service for alumni and guests with mobility impairments and in need of a quick ride during Reunions weekend. The Reunions Rover is a service offered by the University and managed by staff in Venue Services. The students also help with the procurement, and return, of all of the carts that are used throughout the week.

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 110 to 130 peer tutors each year for McGraw Tutoring. Through individual appointments and group Study Hall, the center provides free tutoring in introductory-level mathematics, chemistry, physics, economics and statistics courses. The center's trained undergraduate tutors are available to guide students through learning course material, thinking through problem sets and preparing for exams. Study Hall is open Sunday from 1:30–4:30 p.m. and Sunday through Wednesday evenings from 7:30–10:30 p.m. throughout the semester, when students can drop in to the 200- and 300-level of the Frist Campus Center. Individual tutoring takes place by appointment during Study Hall hours. Students make appointments in advance for 55-minute tutoring sessions that take place outside of the McGraw Center offices on the 300-level of Frist. Individual tutors are available for walk-ins on a limited basis as well.

The center staff emphasizes helping students to help themselves and looks 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: mcgraw.princeton.edu/undergraduates/group-and-individual-tutoring/become-tutor.

In addition to tutors, the McGraw Center hires students to serve as study hall administrators. Administrators assist with setting up rooms for tutoring, taking attendance, answering questions, directing tutoring participants and assisting graduate student coordinators.

Students who are interested in applying to be tutoring administrators should email McGraw's Senior Associate Director Nic Voge at nvoge@princeton.edu.

McGraw hires and trains 10 to 15 undergraduate strategic learning consultants each spring term, but inquiries are accepted year round. Consultants conduct individualized academic coaching sessions, participate in outreach events for the center, as well as develop and deliver panels, workshops and related programming. Students curious about the methods and processes of learning, who have learned from their transition and adaptation to Princeton academics, and who want to enhance the academic experience and success of their classmates, are encouraged to apply. Email McGraw's Senior Associate Director Nic Voge at nvoge@princeton.edu if you are interested.

The McGraw Center also hires several students to help in the main office by answering phones, greeting visitors, putting up posters, making deliveries and assisting with other administrative tasks. Students interested in an office position may apply through the Student Employment website.

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 mendelso@princeton.edu.

The McGraw Center hires between 10–20 students each semester to work at the *Digital Learning Lab*, a technology-rich teaching space in the Lewis Science Library Building. McGraw's "DLL Specialists" form a community of peer educators who help others learn creative skills needed for their classes, research or careers beyond Princeton.

DLL Specialists are multimedia enthusiasts, with different backgrounds, interests, and expertise. As part of the hiring process, students are asked to pick a specialty (such as audio or video editing, print design, or data visualization). As creative projects tend to be hands-on and process-based, DLL Specialists propose a project each semester that allows them to develop their own skills and improve their ability to help others.

DLL Specialists form a community of creatives that support a range of multimedia assignments in the undergraduate curriculum. Students help their peers by providing one-on-one instruction, developing instructional materials (such as screencasts), and teaching workshops, independently or with a group.

For more information, and to apply for a position at the Digital Learning Lab, please visit mcgrawdll.princeton.edu/dll-specialists.

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.

OIT employs students each year to work as technology consultants for *OIT Instructional Support Services* (ISS). Student consultants provide technology support to fellow students in the residential colleges and upper-class dorms. Consultants also provide audio/video support for classes, student organizations and special events. Working hours are flexible and assigned according to a student's academic commitments. OIT provides necessary training on current systems. Hiring occurs in the spring for employment the following academic year. See the Instructional Support Services website at iss.princeton.edu for more information and to arrange an interview.

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.

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 DPS especially rewarding. For more information about becoming

a student worker at DPS or to apply, email Lisa Hammelmam, lisa.hammelman@princeton.edu. To learn more about DPS, visit the website at: publicsafety.princeton.edu or visit Facebook at: www.facebook.com/pudps.

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 undergraduates. Each agency is led by a student who is responsible for operations and finances. Students are employed as team leaders, accountants, operation managers, sales and human resource specialists, drivers, photographers, videographers, designers, editors, marketers, 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 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 assume the leadership 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 undergraduates the opportunity to gain practical experience in business, entrepreneurship and leadership certain to make them more attractive job applicants at the end of their four years at Princeton. Student agencies operating on campus include:

Design	Ring and Frame
Dorm Furnishings	Safeguard
Formal Services	Special Occasions
Laundry	TigerGear
Moving and Storage	Video Production
Picture Perfect	Water & Beverage
Publicity	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 contacting undergraduate and graduate alumni as well as parents. TigerCall contacts alumni and parents of Princeton to gain support for the current year's Annual Giving campaign and to provide campus updates and happenings. TigerCall operates 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.

At the beginning of each semester TigerCallers will work with the TigerCall Manager to select weekly shifts that best fit with their schedules. The starting pay rate for a TigerCaller is \$11.50 per hour, plus incentives.

TigerCall is looking for Princeton students who are dependable, enthusiastic and 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.

Outreach on behalf of the Office of Annual Giving requires a mandatory orientation 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.

TigerCall provides great resources and networking opportunities for internships and potential job opportunities. Plus, TigerCall creates an opportunity for you to receive advice from fellow Princetonians who can provide valuable insight. TigerCall is also great 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.

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 students learn to do service well and have a positive impact in the community. Through the Pace Center you can learn alongside the community, help others, explore pressing societal issues, advocate for change, and connect service to your academic pursuits at Princeton and beyond.

With the Pace Center, students discover who they are, why they serve and how to make a positive difference in the world.

Incoming students 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. And that's just the start. From tackling a pressing social issue on a Breakout Princeton fall or spring break trip, or joining an ongoing service project with the Student Volunteers Council and Community House, or working with a student advocacy organization or the Pace Council for Civic Values, the Pace Center's 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. The John C. Bogle '51 Fellows in Civic Service or Daniel and Florence Guggenheim Internships in Criminal Justice for undergraduates offer opportunities to learn more about criminal justice. Graduating seniors can extend service with a postgraduate fellowship.

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, and provide general

office support. Federal Work Study students are strongly encouraged to apply.

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

Elsie Sheidler, Senior Associate Director
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)

Princeton Internships in Civic Service (PICS) provides the opportunity for Princeton undergraduates to explore potential careers in public service and the nonprofit sector during 8-to-10 week paid summer internships, where Princeton alumni serve as mentors. The internships encompass a wide range of endeavors in domestic and international nonprofit organizations. Students work in group advocacy, legal services, public policy, the environment, health and social services, community development and education, and the arts. PICS is a multi-class nonprofit organization. Since its start in 1996, PICS has placed close to 1,000 undergraduate interns with hundreds of nonprofit organizations.

PICS hires students to assist with the program during the school year. Those interested should be proactive, motivated and creative; able to work independently, problem-solve, research and learn new skills. Students work to support program administration, communications, and fundraising. Appreciated skills include proficiency in Microsoft Office, social media, and website content management. Hours can be flexible, but the internship program assistant is expected to work at least five hours per week predominantly at the PICS office in Green Hall. Beyond a baseline level of administrative support needed to run the organization, there is considerable flexibility in the position for developing new ideas and initiatives to expand the program.

For more information regarding employment with PICS, contact:

Jeri Schaefer, PICS Executive Director
Princeton Internships in Civic Service (PICS)
Green Hall, S 2-3 Phone: 609-258-2682, or email: jeris@princeton.edu
Website: pics.princeton.edu

Princeton Public Library

The Princeton Public Library, located at 65 Witherspoon St., offers job opportunities to students interested in working with children in an educational environment. They will assist the Youth Services Department by supporting library programs for children, pre-teens

and teens, including our homework help program and early childhood literacy programs and other related projects. Student workers will work a Monday through Thursday 3 p.m. to 6 p.m. schedule (flexibility is available).

For more information about becoming a student worker at the library or to apply, email bsprouls@princetonlibrary.org. To learn more about the library, visit the website at www.princetonlibrary.org.

The Program for Community-Engaged Scholarship (ProCES)

The Program for Community-Engaged Scholarship (ProCES), formerly known as the Community-Based Learning Initiative (CBLI), is a curricular program that connects students' academic work with their interests in and concerns for our local, regional, national, and international communities. Community-engaged learning allows students to apply the knowledge and skills they acquire in class to the pressing issues of our time. Depending on the course, this could involve developing a theater piece with local youth, creating a film, or reviewing the scholarly literature on a key issue for the staff of a busy nonprofit organization. ProCES courses may also involve data collection through interviews, surveys, or measurements in the field, or an analysis of previously collected data. Working with faculty members and community leaders, students develop projects and share their results and conclusions, not just with their professors, but also with organizations and agencies that can make use of their work. Students may do community-engaged projects in courses or, in a more in-depth manner, as part of junior or senior independent work. ProCES generally has one part-time undergraduate student on staff to help with administrative tasks.

ProCES'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 ProCES courses and Derian internships is available on the program's website: www.princeton.edu/cbli. For more information, contact:

Maria Lockwood, Program Coordinator
Program for Community-Engaged Scholarship
36 University Place, 1M
Phone: 609-258-9750 or email: mbohn@princeton.edu

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:

Trinidad Rodriguez, Education and Outreach Coordinator
Princeton Family YMCA
59 Paul Robeson Place, Princeton
Phone: 609-497-9622 ext. 203, or email: trodriguez@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 course work 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 bi-weekly 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 (**HowTo > 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 the student's time before the hours are compiled and transmitted to the payroll system 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 under Payroll/Direct Deposit on TigerHub at registrar.princeton.edu/tigerhub. 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 TigerHub 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. 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

Academic Year 2018-19 (effective August 27, 2018)

Federal Work-Study Program 2018-19 dates are August 27, 2018 - May 19, 2019

Classification

AA

Sitting positions \$8.60 (no hours progression)

A-G

	A	B	C	D	E	F	G
Hours							
0-240	\$10.90	\$11.00	\$11.20	\$11.50	\$12.00	\$12.65	\$12.90
241-480	11.30	11.40	11.50	11.90	12.55	12.95	13.15
481-720	11.45	11.60	11.70	12.20	12.70	13.15	13.25
721-up	11.60	11.75	11.95	12.50	13.00	13.35	13.50

H

Manager \$14.60 (no hours progression)

I

Coordinator \$14.80 (no hours progression)

Instructor \$14.80 (no hours progression)

J

Individually approved for payment by the Undergraduate Financial Aid and Student Employment Office

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.

Nondiscrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and other federal, state, and local laws, Princeton University does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, disability, or veteran status in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. The vice provost for institutional equity and diversity is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, Section 504 or other aspects of Princeton's equal opportunity or affirmative action programs should be directed to the Office of the Vice Provost for Institutional Equity and Diversity, Princeton University, 205 Nassau Hall, Princeton, NJ 08544 or 609-258-6110.

Published by the Undergraduate Financial Aid and Student Employment Office
Coordinated by the Office of Communications.

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In the Nation's Service and the Service of Humanity

**Undergraduate Financial Aid
and Student Employment Office**

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