Who can work on campus?

- Students who have received Federal Work Study or College Work Option in their Financial Aid package are eligible to apply for any on-campus position. Contact the Office of Financial Aid if you have any questions about your aid.
- Students who do not have work-aid may still seek on-campus employment for select positions identified as "unrestricted." See FAQ section on page 2 for additional information.
- During the academic year, student employees are permitted to hold no more than two campus positions and will earn a minimum of $8.00 an hour.
- Most positions have a maximum of 10 hours per week. The exact number of hours can vary if you hold two positions.
- Students may not apply for a second position until after September 15th. If a second position is acquired, students are may not work more than 15 hours a week or 30 hours in a 14-day pay period.
- There are a limited number of positions on campus and not all students will be able to acquire two positions.
- All new student employees must attend a remote mandatory new employee orientation after August move-in and before the start of the fall semester.

Student employment is "more than a job" - it's a pathway to college and career success.

In each position, students have the opportunity to build connections within the F&M community and find support to help them succeed as a student. We believe that students who actively engage in their position(s) will learn valuable transferable skills that will benefit them throughout their employment and career journey. Student employees play a vital part in our community as contributing members to nearly every F&M department and office. Each year, over 1,000 students work on campus in short-term, summer, or academic year positions.

COMPLETING NEW HIRE PAPERWORK

INCOMING STUDENTS

Welcome to the beginning of your F&M experience! If you are planning to apply for an employment opportunity at any point during your first year at F&M, we encourage you to complete the necessary paperwork prior to arriving on campus in August. All new incoming students who have Federal Work Study or College Work Option in their financial aid package will receive and submit employment paperwork electronically through a secure online process. Students without work-aid can email studentemployment@fandm.edu to request the paperwork.

On move-in day, incoming students must bring original and unexpired identification documents with them to be verified by staff. Photocopies and scans are not allowed by federal law. A complete list of acceptable documents can be found on page 3 of the I-9 form, which is part of the electronic paperwork packet sent to incoming work-aided students or a complete list can be found at https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.
**Returning Students**

If you have not completed the new hire paperwork and you are hired for a position, please request the paperwork from studentemployment@fandm.edu. In the email, indicate the position you were hired for and that you need new hire paperwork. The forms will be sent to you electronically and instructions will be provided for making an appointment to verify your identification documents in person. You may not start employment until you have submitted the paperwork and met with the Student Employment Office to verify your identification documents.

Note to ALL new student employees: If you submit new hire paperwork at move-in and do not begin employment until after November 1st, all previously submitted documents will be destroyed. If you are hired in a position at a later date, you will need to re-submit the paperwork and provide original identification documentation at that time.

**FAQ**

Q: Are students guaranteed a position?  
A: Students are not guaranteed a position even if they have been offered Federal Work Study or College Work Option. Students must apply and be hired by a supervisor to be employed. Additionally, students must maintain adequate work performance to retain their positions.

Q: If I have been awarded Federal Work Study or College Work Option, am I required to work on campus?  
A: No, you are not required to work, but students who do not work will not earn any of the work aid in their Financial Aid Package.

Q: I was not awarded Federal Work Study or College Work Option. How can I acquire a position on campus?  
A: Apply for jobs listed as "unrestricted" on Handshake. These positions are open to all students regardless of work aid status. Attend the part-time job fair, hosted by the Student Employment Office, at the end of September or January to learn about open on-campus and off-campus positions.

Q: Can I do homework at my student employment position?  
A: Student employment is first and foremost a job. While some positions may give you limited opportunities to do homework while working, the expectation is that you will be working - and not studying - while on the job.

Q: Can I bring a photocopy or electronic scan of my IDs?  
A: No. Federal law requires that original, non-expired identification be provided to verify employment eligibility. No student can begin working on campus until these documents are provided and verified.

Q: What tips do you have for acquiring a position?  
A: Don't wait to look for opportunities! Most positions are filled by early October in the fall and early February in the spring semester.

**Handshake**:  
Online employment resource database  
fandm.joinhandshake.com/login

**Job Listings**  
Find on-campus employment opportunities, internships, and external jobs. Incoming students gain access to Handshake after August 1st. You will receive an email with access information.

**Events**  
The Student Employment Office holds three part-time job fairs each year: August during move-in (only for work-aided incoming students), end of September, and end of January. On Handshake, it's easy to find and RSVP to information sessions, workshops, and more.

**Resources**  
Find sample resumes, webinars, interview tips, career exploration advice, and more.

**How To:**
- Login to MyDiplomat  
- Click on Navigation dropdown  
- Click on Student & Post-Graduate Development  
- Click on Handshake  
- Select "activate your account" when the Handshake welcome opens.