

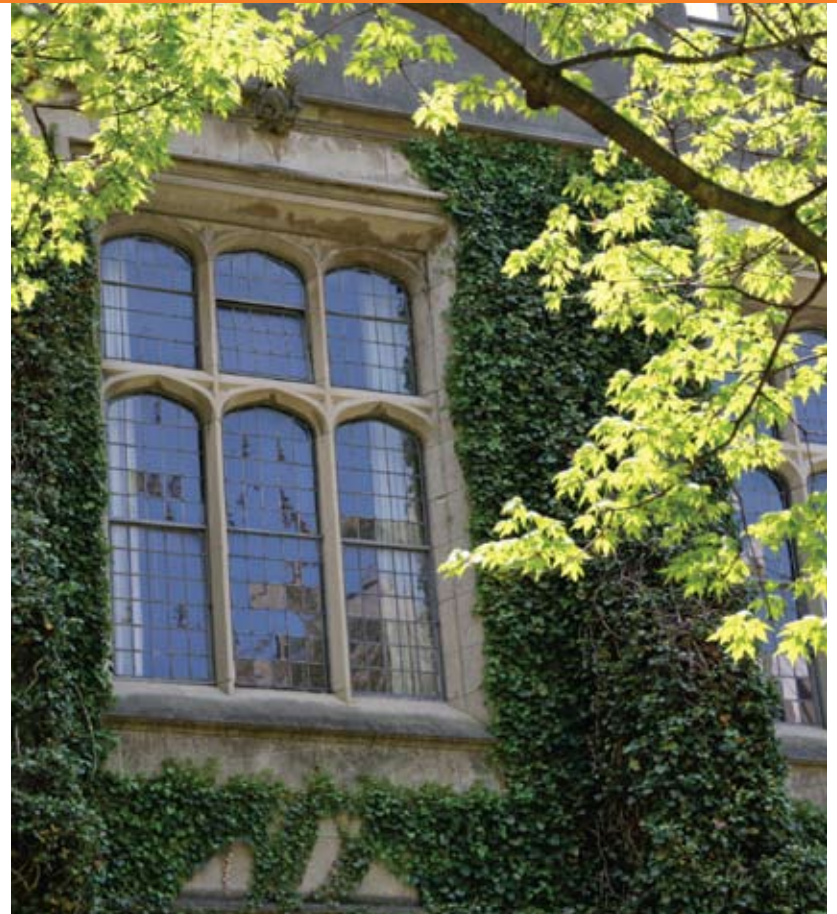
**Undergraduate Financial Aid
and Student Employment Office**

220 West College
Princeton University
Princeton, NJ 08544



Student Employment

2010-11



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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 half of Princeton's students worked part time during the academic year, earning more than \$2.8 million at rates of pay from \$7.80 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 listings of both on- and off-campus jobs and is open to all interested Princeton undergraduate and graduate students. Both routine and challenging positions are available on campus, and more than 2,200 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. So, whether you plan to work on a permanent part-time schedule or only occasionally, Student Employment should be the first stop when you begin 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

Two facts emphasize the close relationship between part-time student employment and financial aid at Princeton:

- Student Employment is an integral part of the Undergraduate Financial Aid Office.
- Students who need earnings to meet Princeton's basic costs are given priority in job referrals and placement.

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 4) 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 placement to incoming freshmen and serves as a referral service for all others, including graduate students and their spouses.

During the 2010–11 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.



Research Assistant

How to Find a Job

Job postings, including information on student employment, 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, with the federal government providing 75 percent of their wages. To be eligible for this program, students must be:

- in need of earnings from their employment in order to attend the University
- enrolled
- capable of maintaining acceptable academic standing while employed under the program

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 (except in the case of graduate students who may be paid on a salary basis). Students must be paid for all hours worked and may not volunteer their services to their employers. Earnings are carefully monitored, and those students who exceed the limits specified in their financial aid packages may be required to withdraw from the program. However, every effort will be made to avoid this situation by notifying students who are approaching their limits and giving them an opportunity to request adjustments in their financial aid packages.

Once students are employed under the program, they are issued job descriptions, explanations of their responsibilities, and approved work schedules.

One component of the Federal Work-Study Program is community service. Princeton encourages students to work, particularly with low-income individuals, 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 officers of the departments. Because these positions open at various times during the year, persistence will be your best ally in landing one of them. Among the positions normally available are:

Administrative assistant	Library assistant
Athletic trainer	Musician
Café worker	Office assistant
Cashier	Party helpers
Classroom assistant	Publications assistant
Data entry assistant	Research assistant
Department assistant	Ticket collector
Editor	Tutor
Grader	Web designer and programmer
Lab assistant and technician	Welcome desk attendant

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.

Dining Services

Dining Services 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 Dining Services as freshmen. Increased financial rewards within the pay schedule come with sustained employment. The Dining Services units are described as follows:

Butler and Wilson Colleges employ about 70 students. Shifts are available at breakfast and 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 50 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.

Whitman College has positions for an estimated 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.

The Center for Jewish Life, a facility that provides kosher meals, employs about 20 students. Shifts are available Monday through Sunday during dinner.

Dining Services has several positions available during the Reunions/Commencement period and sign-up information will be posted on the Dining Services website during the spring semester. More complete information about the work forces 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.

Frist Campus Center

Frist Campus Center employs approximately 75 students and offers a wide range of positions. Some positions are extremely visible and require working with the campus community and visitors, while others require working in an office environment. Some positions require work-



*Café Vivian at Frist
Campus Center*

ing Monday through Friday during the daytime hours, and other positions require working early morning, night, and/or weekend hours. Work hours are flexible, and positions are available throughout the academic year as well as in the summer months. Available positions include:

- Building supervisors
- Office assistants
- Program assistants
- Production assistants
- Ticket associates
- Welcome Desk attendants

Student positions are posted on the Student Employment Office website as well as the Frist Campus Center website at www.princeton.edu/frist/employment.html.



Frist Welcome Desk

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 months. 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. Throughout the year, there are opportunities to work conveniently scheduled shifts providing data entry or administrative assistance for the Maintenance Office or trade shops located in the MacMillan Building.

During the winter months, walk-in hourly work shoveling snow may be available. Interested students should call the Maintenance Department Grounds Shop (8-3439) 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.



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 come to the Library Human Resources Office located in Firestone Library, or visit their website at <http://libweb.princeton.edu/hr/studentemployment/studentjobs.html>, where available positions are posted. Students also may choose to

approach supervisors directly in the library units where they would like to work.

Office of Information Technology

The Office of Information Technology (OIT) employs up to 50 students at various locations around campus. Evening and weekend work opportunities are available as well as assignments during the week. A few OIT positions 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 Academic Services employs student assistants in the Humanities Resource Center and as digital media consultants in the New Media Center. No previous experience is required for the Humanities Resource Center, but customer service (in person and on phone) and/or library experience is a plus. Interested students should call 8-2114.

New Media Center digital media consultants preferably have some experience in one or more of the following areas: Photoshop, Flash, digital A/V (audiovisual) editing, and Web page design. Interested students should call 8-6073, or fill out the online form at <http://www.princeton.edu/nmc>, clicking on Our Staff and then Student Employment.

Media Services, also a division of Academic Services, employs students each year to work as audiovisual equipment operators showing films, slides, videotapes, and multimedia programs for classes, student organizations, and special events. Working hours are assigned according to students' academic commitments. Specific skills are not required, and Media Services provides training. Interested students should call 8-3196 or stop in at the B floor of New South Building to arrange for an interview.

The *Education Technologies Center*, also in Academic Services, hires students interested in instructional technology for the Student Technologists And Trainers Program (STAT). STAT provides individual and small group software/technology training to Princeton faculty, academic staff, and students. No specific experience is required, but competency with at least one software package is preferred. Training will be provided for other applications. Visit www.princeton.edu/stat for details and an online application.

Student Computing Services employs students each year to work as residential computing consultants (RCCs) in the Residential Computing Consultant Program. RCCs provide computing support to fellow students in the residential colleges and upperclass dorms. Students are hired in the spring to work the following academic year. For more information about the RCC program, students should visit the website at www.princeton.edu/rcc.

The *OIT Solutions Center Tech Clinic* offers computer consulting services from software diagnostics to hardware support. The Tech Clinic (located on the 100 level in Frist) allows customers to bring their computers in and work with a consultant who will triage the problem and provide the tools and guidance to resolve the problem. All Princeton University community members are eligible to visit the Tech Clinic and work with a consultant. The Tech Clinic hires student staff late in the spring semester and again early in the fall semester, with all new hires beginning in the fall semester. Students interested in applying for a job at the Tech Clinic or looking for more information about student employment should visit www.princeton.edu/oitstudentjobs.



OIT Help Desk

Department of Public Safety

The Department of Public Safety is a source of employment for approximately 40 students each year. The public safety program is designed to give each student at least four hours of work a week performing lockout services to the community each evening. In addition, the department has positions working within its administrative offices performing various office duties.

Responsibilities of the student employees vary depending upon the assignment. 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.

School of Engineering and Applied Science

The School of Engineering and Applied Science occasionally has 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.

Student Agencies

One unique aspect about Princeton is its Student Agencies program, which is comprised of 17 student-run businesses providing products and services to the campus community and jobs for more than 250 students. Each agency is managed by a student, who is responsible for agency operations and finances. Students are employed as team leaders, accountants, sales specialists, drivers, general labor, IT technicians, 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.



Student Agency

Students may also wish to 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. Manager terms run from April 1 to March 31 each year.

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

Working in the student agency program gives students the opportunity to gain practical business experience and management 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	Shipping and Packing
Facebook	Souvenir and Outfitter
Formal Services	Special Occasions
Taproom Café	Tiger Foods
Laundry	Tiger Rentals
Moving and Storage	Video Production
Publicity	Water Cooler
Ring/Graduation Frames	Yearbooks
Safeguard	

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 as athletic training assistants, physical therapy assistants, office assistants in administrative offices, and office support for special programs.

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 their website at 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 months. 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 for underprivileged children.

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. Incoming freshmen who are Federal Work-Study eligible can also participate during the summer prior to matriculation.

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.



Community Service

Pace Center

The Pace Center is the University's central resource for civic engagement. It supports efforts by all members of the extended University community to identify and act on the problems of society. Pace connects individuals and groups with opportunities to thoughtfully address civic problems and have an impact through activities including academic work, direct volunteer service, extracurricular projects, public service internships and fellowships, and civic action break trips. Pace hires student workers to assist in organizing and promoting these programs.

The Pace Center includes Community House and the Student Volunteers Council (SVC), which provide opportunities for direct service. They are described in detail below. For additional information, go to **pace.princeton.edu** or contact:

Carey Hoover, Office Manager
Pace Center
201D Frist Campus Center
Phone: 8-7260
E-mail: hoover@princeton.edu

Community House

Community House is committed to closing the minority achievement gap in Princeton by providing programs that bolster early childhood literacy, promote the mastery of fundamental academic skills, and create early awareness of post-secondary opportunities for underserved minority youth. Through collaborative partnerships with the Princeton Regional Schools and other local agencies, Community House works to ensure that these students are able to realize their academic dreams. Community House volunteers provide tutoring and mentoring through a variety of programs, guided by the motto, "Closing the minority achievement gap...one child at a time."

Community House hires approximately 10 to 12 Work-Study eligible students during the academic year to work in the office as support staff or lead projects and manage volunteers. (Sometimes they do a combination of both.) Additionally, Work Study students are sometimes hired to support summer programs at Community House. For further information, see **www.princeton.edu/house** or contact:

Marjorie Young, Director
Community House
58 Prospect Avenue
Phone: 8-6136
E-mail: may@princeton.edu

Student Volunteers Council (SVC)

The Student Volunteers Council (SVC) promotes an ethic of community involvement and works to foster and strengthen partnerships within a community. The SVC builds on the assets of students and other community members and encourages a holistic vision of the community through awareness, action, and reflection. Founded in 1967, the SVC has grown to become the University's largest student-run organization. It facilitates discussion on community issues and sponsors Community Action, a freshman pre-orientation program of community service and civic engagement. The SVC student board and coordinators support more than 40 weekly service projects in Princeton, Trenton, and Greater Mercer County.

Each fall the SVC hires student administrators to support the work of its volunteers and executive board.

Positions offered are publications and publicity design, IT and Web administration, office support, and fleet maintenance administrator. Hourly pay is based on experience, and Federal Work-Study eligible students are encouraged to apply.

For more information, visit www.princeton.edu/svc or contact Carey Hoover at the address listed above under Pace Center.

Community-Based Learning Initiative (CBLI)

Princeton University's Community-Based Learning Initiative (CBLI) facilitates community-based research projects that connect student 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 who 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, and the environment.

CBLI's Derian internships provide an opportunity for students to do academic research as part of a 10-week full-time position with a local nonprofit organization. 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



Tutoring

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:

Denise Keller, Project Coordinator, CBLI
36 University Place, Suite 340
Phone: 8-9750 or
E-mail: dkeller@princeton.edu

Princeton-Blairstown Center

The Princeton-Blairstown Center supports urban youth as they strive to survive, succeed, and make a difference in their communities and world. Princeton University students can support the center's mission in a variety of ways, both during the school year through its campus office at 350 Alexander Street and during the summer at its 275-acre camp facility near the Delaware Water Gap National Recreation Area in northwestern New Jersey.

The Princeton-Blairstown Center began in 1908 as the "Princeton Summer Camp," founded by University undergraduates and alumni. For almost 100 years, the mission of supporting the development of urban youth through outdoor adventure and experiential education has remained the same. Today, the Princeton-Blairstown Center provides additional programming within and near urban communities such as Trenton and Newark. These include service learning projects and educational ventures such as successful on-campus trips for urban middle school students that are hosted by undergraduates.

Opportunities for Princeton students include providing community outreach and direct service programming for youth during the academic year, as well as summer-long instructional positions at the Princeton-Blairstown Center. Summer jobs involve spending most of the time outdoors—backpacking, canoeing, rock climbing, camping, and living in a community of remarkable people with a diverse range of abilities from a wide range of backgrounds and parts of the nation and the world.

The site's staff training, which is among the most comprehensive in the field of adventure-based experiential education in social and emotional learning, prepares students for a summer of challenge, growth, and success in acquiring such skills as trust, critical thinking, problem solving, and perseverance.



Community Service

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

Heather Haynes, site co-director
Phone: (908) 362-6765 or
E-mail: hhaynes@princeton.edu
web.princeton.edu/sites/pbcenter

Princeton Internships in Civic Service (PICS)

The Princeton Internships in Civic Service (PICS) Program provides summer internship opportunities for Princeton students with domestic and international community service and public service organizations. Most summer internship placements are eligible for Federal Work-Study funding. For the summer of 2010, the program offered more than 60 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. Summer 2010 internship locations included Boston, Chicago, Cleveland, Los Angeles, Martha's Vineyard, Nashville, New Jersey, New York City, Philadelphia, San Francisco, Santa Fe, Seattle, St. Louis, Washington, D.C., and Bermuda.

The program was founded by the Princeton University Class of 1969 Community Service Fund and currently is supported by the Fund, the Class of 1977, the Class of 1985, members of the Class of 1970, and 23 other classes. It chooses partner organizations based on various factors, including the mission of the agency, the challenging nature of the tasks involved, and the educational value of the internship experience. All internships offered involve a good deal of responsibility on the part of the intern, focusing on fieldwork, personal interaction, and independent projects, with a minimal emphasis on administrative duties. In creating the PICS internships, alumni have three goals: (1) to contribute to community service in a global sense; (2) to stimulate more community service activity by Princeton students and to enhance their education by providing related experiential opportunities; and (3) to provide alumni with opportunities to become involved with both students and community service organizations.

PICS is administered by the Pace Center. Information and student applications for summer 2011 will be available online via TigerTracks



Community Service

or at pace.princeton.edu/pics beginning in December 2010. 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.

For additional information, contact:

Laura Spence-Ash, Senior Program Coordinator, Pace Center
Princeton Internships in Civic Service
Princeton University
201D Frist Campus Center
Princeton, NJ 08544
Phone: (609) 258-2682, or
E-mail: lspace@princeton.edu
www.princetoninternships.org

Princeton Young Achievers (PYA)

Princeton Young Achievers (PYA) strives to empower children and their families through academic enrichment and programs. Its primary goal is to improve at-risk youth's engagement in learning so that they go on to have successful, self-sufficient lives. PYA serves low- to moderate-income families in Princeton through its after-school program. 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:

Pamela Elmi, Executive Director
Phone: (609) 806-4216 x1 or
E-mail: pamela_elmi@monet.prs.k12.nj.us

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 \$1,530 for entering freshmen to \$2,550 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 are those for participation in the program during the academic year, as described on page 4. 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 it is this that underlies many of the employment opportunities that are available for 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 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 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. However, some of the more common areas of concern 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, on-campus working hours are limited to 20 hours per week during the academic year, and 40 hours per week during vacations (fall break, intercession, 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 and include jobs such as file clerk, mailroom assistant, monitor, photocopy operator, security watchperson, and ticket collector.

Classification B positions require limited skills and/or experience and include jobs such as department assistant I, event assistant I, library aide I, lockout assistant, security aide, and welcome desk attendant.

Classification C positions usually require at least one year of experience in the department or related work area and include jobs such as campus guide, clinical assistant, data entry assistant, department assistant II, event assistant II, lab assistant, library aide II, and Tiger Patrol.

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 and include jobs such as athletic trainer, campus center house crew, campus center program assistant, computing help desk consultant I, departmental tour guide, department assistant III, event

assistant III, grader, health aide, health promotions assistant, library aide III, medical transport vehicle coordinator, peer education adviser, shuttle driver, ticket associate, tutor I, and wait staff.

Classification E positions usually require from two to three years of experience or related course work and have a higher level of responsibility such as café co-manager, computing help desk consultant II, event assistant IV, department assistant IV, department project leaders, laboratory technician I, library aide IV, marketing assistant, programmer I, research assistant I (including technical or language skills), Tiger Caller, tutor II, Web page assistant, and writing and editing assistant.

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 and include computing help desk consultant III (F), computing help desk consultant IV (G), laboratory technician II, media audiovisual assistant, programmer II, research assistant II, and tutor III.

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 include coordinator, instructor, medical transport vehicle manager, and manager (no hours progression).

Classification J positions require either a high level of expertise or responsibility, and there is no assigned rate. Rates are individually approved through the Student Employment Office for payment. These positions include campus center building supervisor, entertainer (pianist, band member, soloist, etc.), and Tiger Caller supervisor.



Lab Assistant

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. The biweekly payroll and time collection schedules are posted on the Human Resources website and can be accessed by going to the Student Employment home page (www.princeton.edu/se) and clicking on the payroll schedule link.

Students should record their hours worked on a daily basis in the time collection system. They must complete the entry and gain approval of their hours worked 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 forwarding it for

further processing by the Payroll Office. Any time entered or approved after the deadline will be considered late, and payment to the student will be delayed until the next regularly scheduled payroll period.

It is recommended that students sign up for direct deposit. You can sign up for direct deposit using Self Service in SCORE. Your pay statement will be available in SCORE to print or view the day before payday. If students do not have direct deposit, their check will be delivered to their Frist mailbox on payday.

Payroll procedures for students working under the Federal Work-Study Program are the same as are those for other student employees. Instructions for the above information can be found on the Web at www.princeton.edu/hr/hrms. Questions regarding the time collection system should be directed to the OIT Help Desk at 8-HELP, Option 3.

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.

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.

Our office maintains current information on other institutions' practices of compensation, methods of operation, and pay scales. 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 2010–11 (effective September 6, 2010)

Federal Work-Study Program 2010–11 dates are September 6, 2010–May 15, 2011

Classification

AA

Sitting positions \$8.00 (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, 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.

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

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