



Student Employment

2012-13



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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 more than \$3.2 million at rates of pay from \$8.00 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 2,400 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 5) cannot earn more than they are judged to need by the Undergraduate Financial Aid Office. Therefore, we monitor earnings in order to alert students when they approach their limits. Students who find themselves in this situation should stop by our office to see if their earning limit can be increased.

Although students are responsible for securing their own jobs, Student Employment offers assistance to incoming freshmen and serves as a referral service for all others, including graduate students and their spouses.

During the 2012-13 academic year, our office estimates students will be able to earn from \$2,900 to \$3,475. Since earnings are paid directly to students rather than credited to their accounts, they will probably be used for books, supplies, and personal expenses.

How to Find a Job

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

Federal Work-Study Program

Many students awarded jobs as part of their financial aid package are assigned to the Federal Work-Study Program, 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.

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 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.

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 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 about five students. Shifts are available Friday through Sunday.

Dining Services has several positions available during the Reunions/Commencement period and sign-up information will be posted on the Dining Services website www.princeton.edu/food during the spring semester. More complete information about the work force in these units, the opportunity for promotion, serving hours, and any special conditions of employment is available from the chef manager, unit manager, or the Student Employment Office.

Frist Campus Center

Frist Campus Center employs approximately 75 students and offers a wide range of positions. All positions are extremely visible and require working with the campus community and visitors. Some positions require walking around the building and tending to events, while others require working in an office environment. Some positions require working 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 during Reunions and in the summer months. Available positions include:

- Assessment Assistants
- 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.

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. During the winter months, walk-in hourly work shoveling snow may be available. Interested students should call the Maintenance Department Grounds Shop (609-258-3439) just before or during periods of snow removal to see if help is needed.

Library

The University Library is a source of employment for approximately 250 undergraduates each year. There are a variety of positions, ranging from entry-level work doing shelving and photocopying to higher-level work requiring computer skills, subject expertise, and/or the ability to read a foreign language. In addition, there are some sitting positions available in special collections and the branch libraries. These positions require students to be present at a

designated location performing tasks about 50 percent of the time, but with the remainder of the time available for studying. Students exhibiting proficiency in their work and qualities of leadership may be promoted to supervisory positions in certain units of the library.

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

Many library positions enable students to practice proficiencies they are learning in their classes, such as language or computer skills, or to learn library procedures that may help them with their studies.

Students who are interested in pursuing library positions are encouraged to review available positions on the Student Employment website or approach supervisors directly in the library units where they would like to work.

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 609-258-2114. 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 609-258-6073, or fill out the online form at 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 609-258-3196 or stop in at the B floor of New South Building to arrange for an interview.

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.

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.

Student Agencies

One unique aspect about Princeton is its Student Agencies program, which is comprised of 16 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, designers, editors, security guards, and other responsibilities, depending on the needs of each agency. Most

agencies operate throughout the academic year and a few are operational during the summer months.

Students may also start a new student agency. All that is necessary to begin is a bright idea for a product or a service and a lot of entrepreneurial initiative. Students must apply to the Princeton Student Agencies office for permission to market their product or service. After a short screening process, the new agency is given support to sell the product or service on campus. If students wish to take over the management of an existing agency, they may apply for the position as it becomes available. 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	Safeguard
Dorm Furnishings	Shipping and Packing
Formal Services	Souvenir and Outfitter
Taproom Café	Special Occasions
Laundry	Tiger Foods
Moving and Storage	University Publications
Publicity	Video Production
Ring and Frames	Water Cooler

University Health Services (UHS)

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

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

For additional information, visit 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.

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 is Princeton University's central resource for civic engagement. The Pace Center supports efforts by all members of the community to identify and address issues of public concern, to be actively engaged citizens, and to practice effective public leadership for the purpose of building stronger communities and societies throughout the world. The Pace Center connects individuals and groups with opportunities to respond thoughtfully to civic problems and have an impact through activities including direct volunteer service, civic action break trips, social entrepreneurship, public service internships and fellowships, and volunteer teaching and tutoring. Last year, the Pace Center offered more than 1,680 opportunities for civic engagement.

Pace Center programs include Breakout Princeton, Community Action, Community House, Prison Teaching Initiative, the Student Volunteers Council (SVC), Princeton Internships in Civic Service

(PICS), and other pre-arranged summer public service internships in criminal justice and education.

Breakout Princeton is a civic engagement immersion program that takes place over fall and spring breaks.

Community Action is a pre-orientation immersion program for incoming freshmen.

Community House volunteers serve the educational, cultural, and recreational needs of underserved low-income minority children and their families in Princeton, with the goal of closing the achievement gap that separates those children from their advantaged neighbors. Princeton students work throughout the school year to provide academic enrichment and social opportunities to low-income and minority children through such activities as tutoring, test preparation, and mentoring.

Internships offer meaningful summer opportunities for students to contribute to the work of nonprofit organizations.

The Prison Teaching Initiative sends volunteer teachers to two New Jersey correctional institutions to provide college courses in cooperation with Mercer County Community College.

The Student Volunteers Council (SVC) is a student organization that sponsors more than 40 weekly volunteer projects including tutoring, restoring houses, organizing blood drives, serving food at soup kitchens, and visiting the elderly.

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

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

Carey Hoover, Business Manager
Pace Center for Civic Engagement
Princeton University
201D Frist Campus Center
Princeton, NJ 08544
Phone: 609-258-7260, or email: pace@princeton.edu

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. For the summer of 2012, the program offered more than 70 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.

The program was founded by the Princeton University Class of 1969 Community Service Fund and currently is supported by the Fund, the Class of 1975, the Class of 1977, the Class of 1985, members of the Class of 1970, and 23 other classes as well as the Princeton Club of Chicago, the Princeton Club of Philadelphia, the Princeton Club of St. Louis, and the Princeton Association of New England.

Information and student applications for summer 2013 will be available online beginning in December 2012. Most summer internship placements are eligible for Federal Work-Study funding. Interns are selected based on their interest and compatibility with the organizations.

All students are encouraged to apply, regardless of class year or prior work experience. For additional information, contact:

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

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 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, Program Coordinator, CBLI
36 University Place, Suite 340
Phone: 609-258-9750 or
E-mail: dkeller@princeton.edu

Princeton-Blairstown Center

The Princeton-Blairstown Center supports urban youth as they strive to succeed and make a difference in their communities and the world. Princeton students support the University's goal of "in the nation's service" in a variety of ways through the center's programs, both during the school year through its campus office at 350 Alexander Street and during the summer at its 263-acre camp facility near the Delaware Water Gap National Recreation Area in northwestern New Jersey.

The Princeton-Blairstown Center began in 1908 to answer the call of University President Woodrow Wilson to be "in the nation's service." Founded by University undergraduates and alumni, the center is the oldest University-based service project in America. For 104 years, the mission of supporting the development of urban youth through outdoor adventure and experiential education while providing an avenue for civic engagement for University undergraduates has remained the same.

Today, the Princeton-Blairstown Center provides additional opportunities for service within and near our neighboring communities of Trenton and Princeton. Opportunities for Princeton students include providing community outreach and direct service programming for youth during the academic year, and educational ventures such as successful on-campus trips for urban middle school students that are hosted by undergraduates. Summer-long instructional positions at the Princeton-Blairstown Center involve spending most of the time outdoors with urban youth.

The staff training, which is among the most comprehensive in the field of adventure-based experiential education in social and emotional learning, provides Princeton students for a summer of challenge, growth, and success in expanding and practicing such skills as critical thinking, problem solving, and leadership, all in the beauty of the

natural world, with young people of cultural and socioeconomic diversity.

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

Dave Barbier, Site Co-director
Phone: 908-362-6765 or
E-mail: dbarbier@princeton.edu
www.princeton.edu/princetonblairstown

Princeton Young Achievers (PYA)

Princeton Young Achievers (PYA), now part of the Princeton YMCA, operates three community-based after-school learning centers that serve children in grades K to 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, which keeps 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:

Ann Vershbow, Education Director
Princeton YMCA
Phone: 917-596-5137
E-mail: avershbow@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 \$1,530 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 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 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 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. 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, 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 biweekly pay period for students extends from Monday through Sunday. Biweekly payroll and time collection schedules are posted on the Office of Finance and Treasury website: finance.princeton.edu Payroll>Monthly & Biweekly Payroll Cycles. Students should record their hours worked on a daily basis in the time collection system (<https://isserver11.princeton.edu>), and gain approval of their time for a given pay period no later than 5 p.m. on the Monday following the end of the pay period. (This deadline may be earlier during holiday periods.) Subsequent to the student's entry, the student's supervisor must approve his or her time before the hours are compiled and transmitted to the payroll system and for payment to be issued. Any time entered or approved after the deadline is considered late, and payment to the student will be delayed until the next regularly scheduled pay period. Payroll procedures for students working under the Federal Work-Study Program are the same as those for other student employees.

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



Payroll information, including policies and how-to's, is available on the Office of Finance and Treasury website, finance.princeton.edu. If you have any questions, please contact the Financial Service Center at 609-258-3080 or finance@princeton.edu. If you encounter technical issues when adding an attachment to a requisition and need assistance, please contact 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. 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 2012-13 (effective September 3, 2012)

Federal Work-Study Program 2012-13 dates are September 3, 2012–May 12, 2013

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, 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.

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

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and Student Employment Office**

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