

in session or 40 hours per week during breaks between the two jobs.

I don't have a checking account. How will I be paid?

All ASU employees are paid via direct deposit. If you don't have a checking account, most banks offer a "pay card" which functions similarly to a Visa debit card. You can apply for this at your bank.

I'm an International Student. Am I eligible to work?

International students may only work under the Student Assistant Program and are restricted to no more than 20 hours per week while classes are in session.

Will I be eligible for benefits as a student employee?

Student employees are not eligible for benefits such as sick leave, holiday or vacation pay, or retirement benefits.

Are my earnings under either of these programs taxable?

Yes. Both FWS and SA employees are subject to federal and state taxes.

How much will I be paid?

FWS and SA employees are paid at least minimum wage (\$5.85 per hour). Based on your job responsibilities, your wage rate may be higher. Rates of pay are established by each department though the Financial Aid Office does offer some guidelines. Merit increases are encouraged for deserving students, but supervisors must request these.

The position I want to apply for requires a resume, but I don't have one. What should I do?

The Career Center Staff will be more than happy to assist you with creating or critiquing your resume. Please call us for more information or visit our website for guidelines on creating a resume.

Can I work during the summer if I am not enrolled?

If you choose not to enroll during the summer (or any semester), you are not eligible to work under the FWS or SA Programs. If you work on campus, your department can choose to switch you to Part-Time Clerical status. Your supervisor must contact the Career Center and Human Resources before you can continue to work in periods of non-enrollment. Off-campus employers (FWS) do not have this option.

Contact Phone Numbers & Locations

ASU CAREER CENTER

Phone: 706-737-1604

Fax: 706-731-7097

Boykin Wright Hall—2nd Floor

ASU HUMAN RESOURCES

Phone: 706-737-1763

Fax: 706-667-4152

Human Resources Office

(in front of Boykin Wright Hall)

ASU PAYROLL OFFICE

Phone: 706-667-4145 or 706-667-2340

Fax: 706-729-2159

Payne Hall—2nd Floor

For additional information, please contact:

Amber A. Zimmerman

azimmer2@aug.edu

AUGUSTA STATE UNIVERSITY
CAREER CENTER

706-737-1604

www.aug.edu/career_center
www.careercenter@aug.edu
Boykin Wright Hall • 2nd Floor

AUGUSTA STATE UNIVERSITY
CAREER CENTER

Linking Student Success to Employer Satisfaction



**A Guide to
Augusta State University's
Federal Work Study
and
Student Assistant
Programs**

WHY STUDENT EMPLOYMENT?

Each academic year, ASU employs nearly 300 students in a wide variety of work settings throughout the campus and the community under its Federal Work Study and Student Assistant Programs. These programs offer students valuable work experience while helping them to meet their educational and living expenses. If you think you might be interested in one of these programs, keep reading . . .

FEDERAL WORK STUDY PROGRAM

The Federal Work Study (FWS) Program is designed to stimulate and promote the part-time employment of students who demonstrate financial need in accordance with federal guidelines. FWS students are employed in many departments on campus as well as agencies and organizations throughout the Augusta area. All interested students must complete the Free Application for Federal Student Aid (FAFSA) and other necessary documentation before eligibility can be determined. The amount of a FWS award depends on the student's financial need and the funding level received by the University. FWS recipients are awarded a specific amount of funding each year that may be earned through their employment. It is the responsibility of the student and supervisor to track their FWS earnings to ensure no overage occurs. Seventy-five percent of a student's earnings is provided by the federal government and twenty-five percent by the department for which the student works.

STUDENT ASSISTANT PROGRAM

The Student Assistant (SA) Program provides part-time positions for students to aid in meeting a portion of

their educational expenses, as well as obtaining valuable employment experience. Student Assistants are employed in departments on campus only. All students enrolled in a degree or certificate program are eligible for the SA Program. Financial need is not a factor. Compensation is 100% departmental.

INTERESTED? Here's what to do next?

CHECK THE JOB OPPORTUNITIES LISTS. The Federal Work Study and Student Assistant Job Opportunities Lists are both available on our website at: www.aug.edu/career_center. If you have not been awarded Federal Work Study, you should **only** view the Student Assistant List.

TALK TO THE CONTACT PERSON. Once you find a job that you are interested in, call or visit the "Contact Person" for that position. Some departments or organizations require special skills or resumes. These should be indicated on the Job Opportunities Lists.

SCHEDULE AN INTERVIEW. When you speak with the Contact Person for the position, tell them you are interested in interviewing for the position. Most departments will want to conduct a brief interview before hiring you for a position. Contact the Career Center for an appointment if you would like assistance in sharpening your interview skills.

PUT YOUR BEST FOOT FORWARD. For your interview, bring a copy of your resume (if you have not already provided one to your potential supervisor) and dress appropriately for the interview.

COMPLETE NECESSARY PAPERWORK. Should the department want to hire you for the position, you must complete a Student Employment Packet. Employment

packets are available in the Career Center. You should complete the packet with your supervisor and contact the Career Center to schedule an appointment to submit it. A background check (form included in packet) must also be completed BEFORE you begin work.

SCHEDULE A START DATE. You and your supervisor will be notified via email once your background check is cleared. The two of you should then schedule a start date.

COMPLETE YOUR TIMESHEET. Use the Sign In/Out Form to record your hours every day you work. Then use it to complete your timesheet which is available on the ASU Payroll website. Follow your Timesheet and Pay Schedule (on the FAO website) in order to make certain your timesheet is submitted on time. Both the Sign In/Out Form AND Timesheet must be submitted (stapled together) to Payroll. If you are a FWS student, you should be sure to track your FWS earnings.

RECEIVE PAY. Refer to the Timesheet and Pay Schedule for pay dates. Remember that ASU uses Direct Deposit to make payroll payments to all employees.

FREQUENTLY ASKED QUESTIONS

How many hours can I work each week?

Student employees can work up to 25 hours per week while classes are in session. Students may work up to 40 hours per week between semester breaks. FWS students should remember that the more hours they work, the faster they will exhaust their FWS award.

Can I work more than one job?

Students can work up to two positions under the Student Assistant and/or Federal Work Study Program. They cannot exceed the 25 hours per week while classes are