



ST. JOHN'S
UNIVERSITY

Guide to Student Employment

Office of Human Resources



Student Employment

The mission of student employment is to provide the means for you to help defray college expenses, expand your educational experience, and prepare you for life after college. Professional experiences enhance the academic learning process and give you the opportunity to serve and learn in a value-based, mission-oriented setting.

St. John's University is committed to providing part-time, on-campus student employment to benefit both the departments of the University and the students they employ. In addition to receiving a competitive hourly wage, there is flexibility in the scheduling of work hours and no additional costs associated with commuting to the workplace. Positions are limited and applicants are not guaranteed employment.

Requirements and Eligibility

To be eligible for employment at St. John's University, you must be a full-time student in good academic standing with a cumulative grade point index of 2.0 or above, and registered for at least 12 undergraduate credits or nine graduate credits. You are permitted to work more than one on-campus job at a time, but your employment must be part time and not exceed the work hour limits imposed. Students who are on academic probation may not be eligible to work on campus, and those who fall below a 2.0 grade point average (GPA) while working on campus may be terminated from employment. You can work up to 25 hours a week when school is in session. This is not applicable to international students, who are allowed to work 20 hours maximum based on their visa.

International students are eligible for on-campus employment, but are not eligible for a federal work-study grant.

Types of Student Employment

• Regular Student Worker

A student who is paid with funds that come from the employing department. These students are not eligible for a work-study grant.

• Work-Study Student

Work-Study is a federally funded program awarded to full-time, matriculated students, with special emphasis on full-time students from low-income families. Continued eligibility is based on the student demonstrating satisfactory academic progress.

What You Should Know About Your Work-Study Grant

A federal work-study grant is good for only one academic year, beginning July 1 and ending June 30 of the following year. You and your supervisor are responsible for monitoring the balance of the grant agreement regularly to ensure uninterrupted employment. If your federal work-study grant is depleted prior to the end of the grant year, your employment ceases, unless the department has budgeted funds to pay for your continued employment.

Campus Location

Queens Campus
Customer Service Center
8000 Utopia Parkway
Queens, NY 11439
718-990-2000

Federal financial aid information is available at 1-800-4-FED-AID.

The Student Employment Process

1 Understand your eligibility.

- Refer to your Financial Aid award letter for eligibility.
- If you are not eligible for a work-study grant, you may apply for a regular student worker position.
- Ensure you meet all University requirements, which include a minimum 2.0 GPA and full-time student status.
- Determine your availability to work based on your class schedule. You may work up to 25 hours per week while school is in session.

2 Identify and apply for available positions.

- Review the student positions posted online at www.stjohns.edu/studentemployment.
- Jobs are grouped into two types: College Work Study and Regular Student. You can only apply for positions designated as Work Study if you qualify for federal financial aid.
- Apply for up to three positions using the Student Employment Application linked on the webpage.
- You will hear from the hiring manager if there's an interest in your candidacy.

3 Activate your employment.

- Once you have been offered a position and accept, contact the student employment manager to complete employment processing.
- When you begin your job, you submit hours worked to your supervisor by web time entry.
- You receive biweekly payments from the St. John's payroll department via direct deposit or your check is mailed to your home address.

4 Position yourself for success.

To ensure you have a valuable and productive work experience, you should

- Complete the online student worker orientation.
- Read your student worker handbook.
- Communicate and meet with your supervisor regularly.
- Contact the student employment manager for any assistance you may need during your student employment.
- Register for Career Services events to support your professional development.

How to Start

In order to begin working on campus, you must complete new hire paperwork and submit it to the Office of Human Resources. This includes showing **original, unexpired documents** that establish both identity and employment authorization. Scanned or photocopied documents are not acceptable. The list of acceptable documents that you can use can be found on the following page.

- **Remember, you must bring the original document(s) to campus with you.**
- **If you use any item from List A, that is the only item you need to provide.**
- **If you use any item from List B, you must also provide an additional document from List C.**
- **You cannot use two items from the same list.**

Employment cannot begin until all required paperwork and identification documents have been provided to the Office of Human Resources. No appointment is necessary to turn in new hire paperwork at the reception desk in Human Resources.

LIST OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or

a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the [Handbook for Employers \(M-274\)](#).

List A	OR	List B	AND	List C
Documents that Establish Both Identity and Employment Authorization:		Documents that Establish Identity:		Documents that Establish Employment Authorization:
<ol style="list-style-type: none"> 1. US Passport or US Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form 1-551) 3. Foreign passport that contains a temporary 1-551 stamp or temporary 1-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form 1-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form 1-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form 1-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. US military card or draft record 6. Military dependent's ID card 7. US Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. US Citizen ID Card (Form 1-197) 6. Identification Card for Use of Resident Citizen in the United States (Form 1-179) 7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscls.gov/i-9-central. The Form 1-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form 1-94 issued to a lawful permanent resident that contains an 1-551 stamp and a photograph of the individual. • Form 1-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List B document. 		<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on **1-9 Central** for more information.

Additional guidance for completing the I-9 Form can be found on the US Citizenship and Immigration Services website in the *Handbook for Employers (M-274)*: www.stjohns.edu/M274handbook

For examples of acceptable documents, refer to

List A Documents That Establish Identity and Employment Authorization
www.stjohns.edu/listA

List B Documents That Establish Identity
www.stjohns.edu/listB

List C Documents That Establish Employment Authorization
www.stjohns.edu/listC

On-Campus Student Employment

Office of Human Resources
University Center, Suite C
Queens Campus
718-990-1865, press option 3
www.stjohns.edu/studentemployment

Off-Campus Employment

University Career Services
Chiang Ching-Kuo Hall
Queens Campus
718-990-6375
www.stjohns.edu/careerservices

St. John's University is an Equal Opportunity Employer and encourages applications from women and minorities. It does not discriminate on the basis of race; color; national origin; sex; actual or potential parental, family, or marital status; pregnancy and related conditions; disability; age; or any other characteristic protected by law in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Danielle Haynes, Director of Equal Opportunity and Compliance and Title IX Coordinator, Office of Human Resources, 8000 Utopia Parkway, Queens, NY 11439, 718-990-1865, press 4; haynesd1@stjohns.edu.