Student Employment

Welcome to Centenary College of Louisiana! We are so glad to have you as part of our Centenary community and appreciate your willingness to work for such a great establishment.

The Student Employment program at Centenary College of Louisiana provides part-time employment averaging 10-12 hours per week nut no more than 20 hours per week for students to use towards their student balance or to help pay for incidental expenses during the year. To be eligible for on-campus employment you must be enrolled in a full course of study and remain enrolled full-time.

Upon selection for the position, you will be emailed via DocuSign several new hire documents for you to complete. As a best practice, we would encourage you to complete these forms in advance of your first day of work. **Failure to timely complete these forms will delay your start date.**

Start HERE to learn more about the forms you are required to complete as a new employee of Centenary College of Louisiana.

There are two programs for student employment:

1. **Federal Work-Study**: This is a need-based federally subsidized program. Students must demonstrate financial need to be awarded this form of assistance.
    - New incoming students who are eligible and indicate an interest in this program on their FAFSA are awarded. Please direct all questions regarding this program to the Financial Aid Office located in Hamilton Hall room 132 or phone at 318-869-5137.
    - A work-study-related award does not guarantee an on-campus job.
    - The standard award is $2,000-$2,500 per year.
    - Work-Study Employment is defined as financial aid—your earnings are considered part of your overall financial aid package.
    - Students are paid on a monthly basis for hours worked during the prior month.

- Student cannot begin work until the work contract has been returned to the Financial Aid Office with all required signatures.

2. **On-Campus Work Program**: Centenary provides funding for students that are not eligible for Federal Work-Study. These positions are usually for students with specific knowledge and skills, i.e. IT, Life Guard, Admissions, etc. This funding is very limited.
    - Students are paid on a bi-weekly basis for hours worked during the prior weeks.
    - **International Students**:
        - Federal immigration regulations limit employment for F-1 and J-1 students: the kind of employment, the number of hours per week, and the periods of employment. You should verify that you have authorization before beginning any form of employment.
        - International students who cannot qualify for Federal Work Study (which may exclude them from Work Study ONLY positions), but are eligible for on-campus student employment.

Social Security Number (SSN)

A Social Security Number (SSN) is required **for everyone** who works in the U.S. It is a unique, nine-digit identification number valid for life, and is issued by the Social Security Administration (SSA) to maintain an accurate record of wages.

To obtain a Social Security card, you will need to contact the Social Security Administration (SSA) to apply for a Social Security Number. Please use the Social Security Office Locator to determine the most convenient SSA office location.

The SSA will issue you an official receipt confirming the application for an SSN. Your SSN card generally arrives in the mail within a few weeks and must be presented to Human Resources as soon as it arrives.

Click HERE and follow the steps to apply for an SSN.

International Students – please contact the Director of Global Engagement for assistance. To be employed with the college you are required to present the following documents to apply for a Social Security Number:

1. Completed Social Security application form (https://www.ssa.gov/forms/ss-5.pdf(PDF))
    - International students may begin working and be paid while their application for a Social Security number is being processed. You have 30 days after you start working to secure an appointment. Once you receive your Social Security Card in the mail, you must bring it to the Office of Human Resources at your earliest convenience. If you do not apply or provide the SSN card in a timely manner, your student employment may be terminated.
    - Be sure to report your SSN to Human Resources (Hamilton Hall room 127). Please do so **in person** - do not email your SSN or give it over the phone.
2. Foreign passport
3. I-94 print out (https://i94.cbp.dhs.gov)
4. Form I-20 from your designated school official/student advisor

I-9 Employment Eligibility Verification

Federal law requires you to complete an I-9 form to confirm your eligibility to work. You must be prepared to present ORIGINAL and unexpired documentation, that establishes your identity and employment eligibility, to the Office of Human Resources on or before your first day of employment. Please refer to the list of acceptable documents. Photocopies will not be accepted.

More information about the I-9 form is available on the U.S. Citizenship and Immigration Services website at http://www.uscis.gov/i-9.

Please click HERE for answers to commonly asked questions on the I9.

Please click HERE for instructions on how to complete the I9.

Hired Students:

- Required to complete the INS I-9 form and IRS W-4 (listing your Social Security Number) and supply identification documents before beginning

work. Identification documents must be current/unexpired, originals and supplied in person.
- Subject to tax laws and other employment regulations.
- Actual earnings are contingent upon your job placement and hours worked; earnings do not credit to a student's account/balance due.

Hours Per Week Limits:

- Work hours are specified on the work contract. A student may catch up on their hours missed by working more, but not more than 20 hours per week while school is in session.
- The 20-hour/week limit applies to the total number of hours worked in a single workweek among all on-campus positions.

Your on-campus employment eligibility ends:

- The ending date of employment is stated on your work contract or at the end of the academic year. It expires on the last day of the semester (per the college calendar), even if you are an international student with an I-20 expiration date in the future.
- For **international students** - If you transfer to another university; your work authorization expires on the day of your SEVIS record release date or If you violate your F-1 status.

New Hire Procedure

- Prior to starting work there are several new hire forms that all new employees (including student and work-study employees) need to complete. These will be emailed to your college email address via DocuSign. You are required to complete as a new employee of Centenary College of Louisiana.
- Students **cannot** begin working until these forms are all completed and their I-9 documents have been visually verified. Please note that students must have been offered a job on campus before they can complete their I-9 form.
- Students need to bring the necessary identification documents for the I-9 form with them when they come to campus. If they do not do so, they will be delayed in being able to start working. They need to be the ORIGINALS of ID documents.
- Contact Human Resources with questions at hr@centenary.edu

Job Search - Handshake

Centenary College makes every effort to provide opportunities for students and guide them to successful employment. Ultimately, it is the student's responsibility to find, apply for, and secure a position.

Find your next on/off-campus job in 4 easy steps!

1. Log in to your Handshake account through the single sign-on page
2. Select Jobs on the top row
3. Filter your search for full-time, part-time, or internship
4. Click Apply and follow the on-screen instructions. You will need to attach the following
    a. Resume - Your resume is a way for the hiring company to get to know you, so it's important to provide the most current and up-to-date.
    b. Cover letter
5. You may be re-directed to apply externally to the hiring company's job board, if so follow the on-screen instructions to Apply.

Not finding the right opportunity? Check back often. New jobs are posted daily. For a list of positions available at Centenary College please refer to our **job board.**

NOTICE REGARDING OFF-CAMPUS POSITIONS: The Office of Career Services provides a listing service only and does not provide screenings or perform background checks for employees or employers. While Career Services makes every effort to prevent fraudulent job postings, it is not immune to occasional scams. You may encounter fraudulent job opportunities when searching for jobs on the Career Services website and/or the bulletin boards; you may also receive fraudulent email that has been forged to make it appear as if it came from a reputable company. Use common sense, if it looks fraudulent, do not reply and report it to career services immediately.

PROTECT YOUR PERSONAL INFORMATION and AVOID SCAMS:

- Never provide any social security, credit card or bank account numbers to prospective employers over the phone or electronically.

- Refuse background/credit checks until you have met the employer in person.
- Never wire funds (e.g. Western Union) - anyone who asks you to do so is a scammer.
- Beware of fake cashier's checks & money orders - banks will hold you responsible.

All hiring and compensation for work is handled directly between the student and the employer. If you have any questions about an off-campus employment process, contact dbury@centenary.edu. If you have any questions about an on-campus employment process, contact the hr@centenary.edu The Office of Career Services reserves the right to refuse to post any job which appears to be inappropriate in nature or to discriminate against applicants based on race, religion, color, national origin, age, gender or disability.

Please immediately report any negative experience you have with an employer to the Office of Career Services at the email address listed above so that we can work with you to rectify the situation.