Student Employment

Handbook for Students

Mission & Purpose:

The Davidson College Student Employment Program is designed to connect students who are interested in working on campus with departments that need student help. The goal is to enrich a student's education outside of the classroom, develop transferable life skills, and foster relationships with both faculty and staff. Campus employment serves to assist students with their educational expenses and basic professional readiness. In many instances, student employment on campus can help clarify individual career goals.

Types of Student Employment

Work Study – Students may qualify for work study through the Financial Aid application process. Work study is based on financial needs and is requires completion of the FASFA and CSS Profiles. There are specific deadlines for the completion of these forms. Missing deadlines will impact the opportunity for financial aid and work study. Work study is a federally subsidized work program that encourages the part-time employment of undergraduates who need the income to help pay for the cost of their education.

Community Service – To participate in the Federal Work Study Program, a percentage of our students are required to work in the community. The college has several community partners and numerous students support these organizations throughout the school year. If you are interested in community service, please contact the [Center for Civic Engagement](#) for more information.

At Davidson College, students who qualify for work study are given priority access to open jobs on campus at the start of each academic year.

Department Hires – Certain departments on campus have funds to hire students directly without relying on assistance from the Federal Work Study Program.   These departments tend to have a higher number of students working for them or the job requires a specific skill set. All students are eligible to apply for departmental positions. The only difference is the funding source.

 Summer Employment - The College hires between 150-200 students each summer to work on campus. These jobs can be brief or last the whole summer. Except for some academic research assistants, most summer jobs are posted through the college's jobs platform [Handshake](#). Departments begin posting summer employment positions in the early spring (February-April). Examples of summer employment include reunion ambassadors, technology assistants (ITS), library assistants, lake camp, summer admission ambassador, July Experience counselors.

Off-Campus Jobs - Davidson College students are highly regarded in our community. The college often receives requests to post jobs on behalf of local employers for services such as babysitting or tutoring. Off-campus employment opportunities are posted on the bulletin board in the lower level of the Alvarez College Union across from the Nisbet Fitness Center or on Handshake.

Davidson International Students (non-resident aliens) must request permission from the U.S. Citizenship and Immigration Services to work for an employer other than Davidson College. See the office of [International Student Programs](#) for more information. Note: Students on F1 or J1 visas are not eligible to babysit.

Disclaimer: Please note that we do not verify the legitimacy of off-campus postings and ask that all students use their best judgment when it comes it these positions. Never send money to anyone and if you question the validity of a position, please contact the Student Employment Office so that we may remove the posting. If you have any concerns about a notice, please contact the Public Safety department at 704-894-2178

Student Employment Eligibility

All students are eligible to apply for on-campus jobs regardless of their financial status. Students receiving Federal Work Study (FWS) awards through the Financial Aid process are given priority over non-FWS students. All students are required to complete specific paperwork prior to starting work on campus.

International Students - As an international student, there are some restrictions on your ability to work in the United States. Employment is permitted based on your visa classification or by receiving special permission from the Department of Homeland Security. International students with an F-1 Visa are permitted to work 20 hours/week while classes are in session and 40 hours/week when classes are not in session. For more information, we encourage you to reach out to our International Student Programs office. This department will support you throughout your time at Davidson.

Getting Started in Handshake

Handshake is the jobs platform used by both the Student Employment Office and the Center for Career Development (CCD). The Student Employment Office uses Handshake to promote **on-campus** opportunities. The CCD uses it to promote jobs, internships, and shadowing experiences – the majority of which are located off campus. Each student has a basic profile created for them once their Davidson College email is activated, but

Note: Handshake recommends using Chrome or Firefox for the best experience.

Log into Handshake (davidson.joinhandshake.com)

Click on Davidson Student Login – you will be redirected to use your Davidson Single Sign-On credentials and Duo to enter the site.
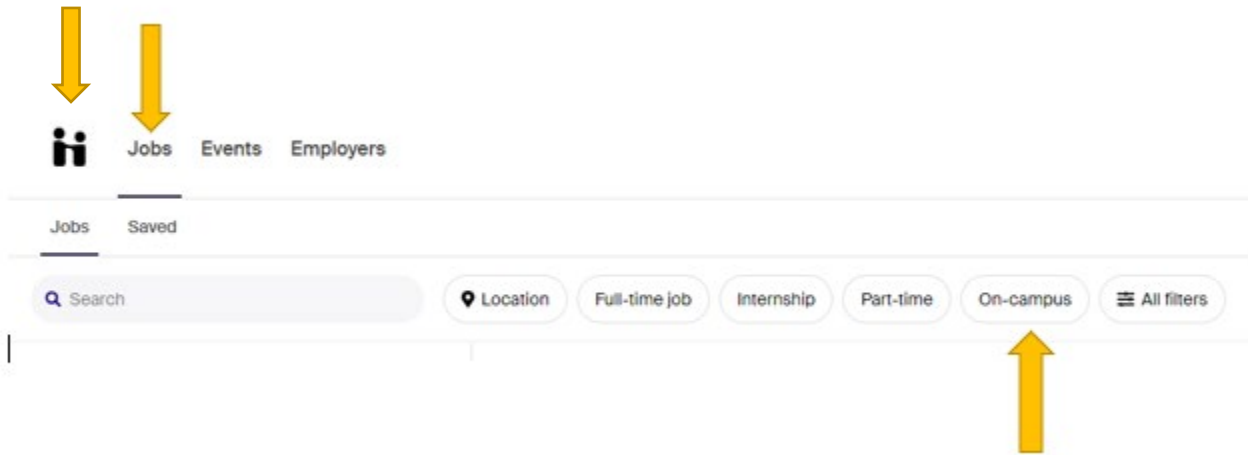

Davidson College

Davidson Student Login >

You can also sign in with your email address.
(Please use your .edu address, if applicable.)
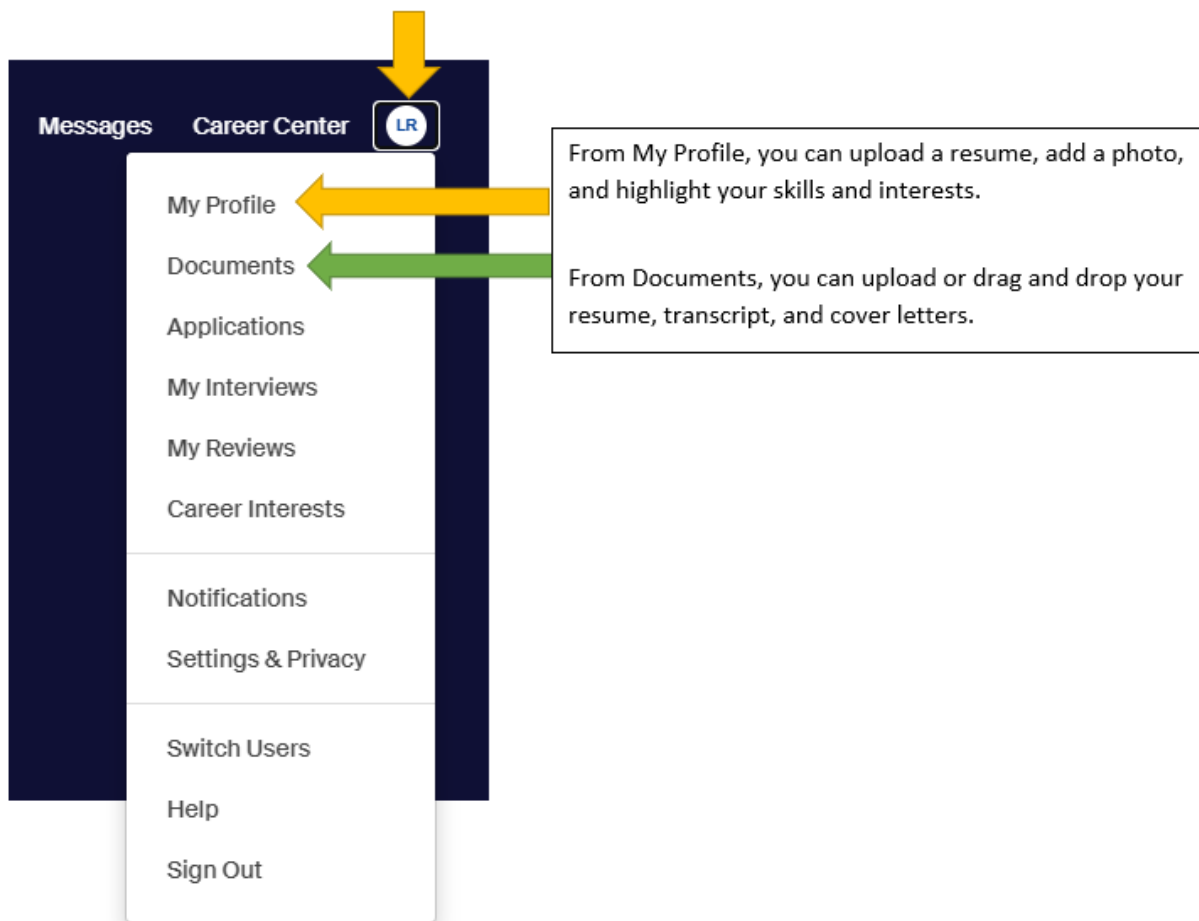
Navigating the Home Page

In the Left Corner, you will see the navigation tabs to Home Page (two people shaking hands), Jobs, Events, and Employers. To see available on campus jobs, you will need to filter by that category (see below).

In the Right Corner - you can click on your initials to navigate to your profile and other valuable information.
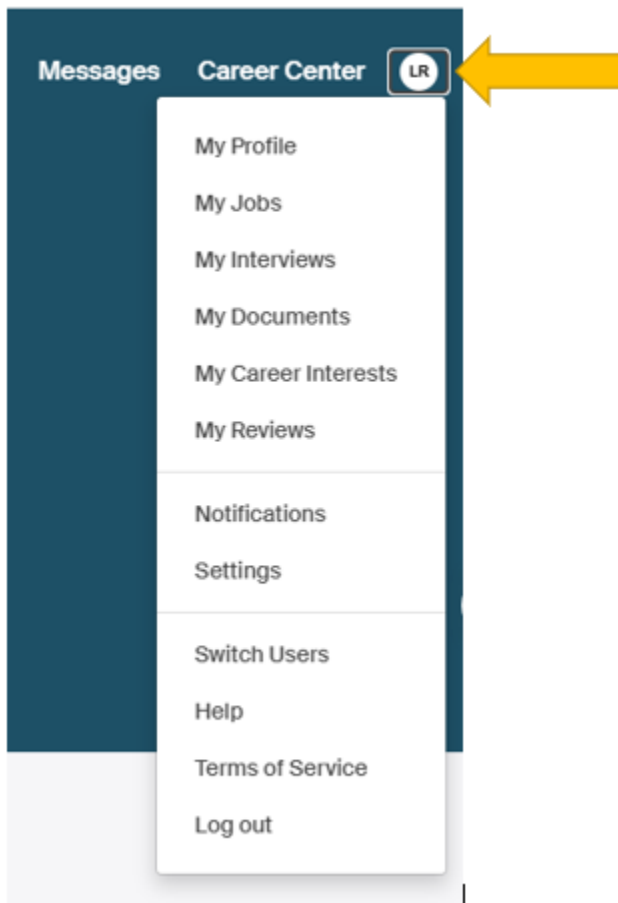
On-Campus Jobs require students to have a resume on file to apply. We encourage all Davidson student to build out their student/employment profile by selecting My Profile. From here you will be able to upload a resume, add a photo, and highlight your skills and interests. Over the course of your four years at Davidson, we would expect your profile to become more comprehensive and robust.

Messages   Career Center   LR

My Profile

Documents

Applications

My Interviews

My Reviews

Career Interests

Notifications

Settings & Privacy

Switch Users

Help

Sign Out

From My Profile, you can upload a resume, add a photo, and highlight your skills and interests.

From Documents, you can upload or drag and drop your resume, transcript, and cover letters.

My Profile View:

Build your Profile Faster

Upload or select a resume and we will help you complete your Handshake profile.

Select Resume ▾

Handshake Resume Example.docx

📄 Upload a new resume

Add Photo

Liz ███████
Davidson College

Your profile is 15% complete

Add Primary Education

Add Work Experiences

Add Organizations

✓ Your profile is visible to employers, students and alumni across all Handshake universities.

My Journey

What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Type your introduction...

Education

DAVIDSON **Davidson College** primary education

Add School

Work & Volunteer Experience

💼 Where is somewhere you have worked or volunteered?

Company name...

My Documents View:

Documents

Add more resumes, cover letters, or transcripts **⬆ Add New Document**

Resumes

Name	On Profile	Date Added	Status
Handshake Resume Example.docx	✅ Visible	June 12th 2018	

Cover Letters

You don't currently have any cover letters uploaded. Why not upload one?

Transcripts

You don't currently have any transcripts uploaded. Why not upload one?

Other Documents

You don't currently have any other documents uploaded. Why not upload one?

Adding a New Document

Document Name

Document name...
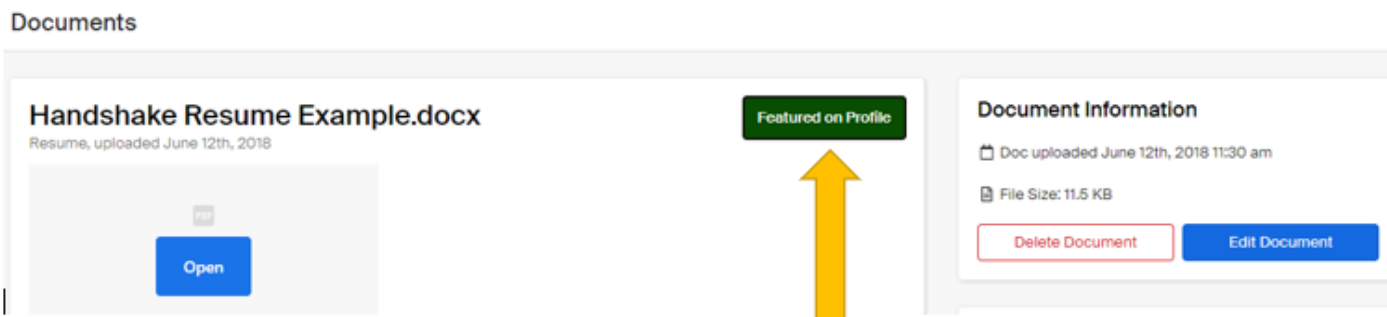
Document Type

Resume ⌄

Drag and drop a PDF or Word doc here or select a file below.

Select from Computer

Cancel   **Add Document**

- If you would like your resume to be found and viewed by employers on Handshake or your school's Career Services Center, select Featured on Profile. If you want to keep your resume private or if you have multiple resumes targeting specific industries, you may not want to select this feature.

Documents

Handshake Resume Example.docx
Resume, uploaded June 12th, 2018

Open

Featured on Profile

Document Information

Doc uploaded June 12th, 2018 11:30 am

File Size: 11.5 KB

Delete Document   Edit Document

- On the Documents page, you can change your selection at any time by toggling between visible or not visible.

Jobs   Events   Employers

Documents

On Profile

✔ Visible

On Profile
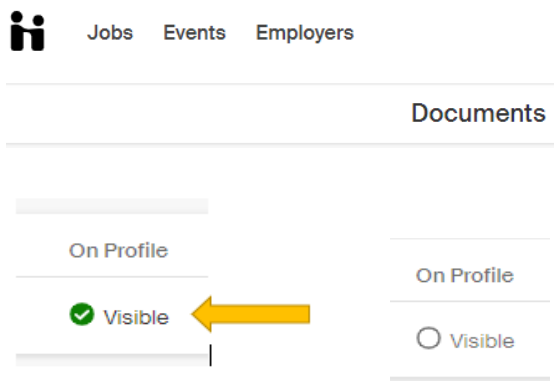
○ Visible

Search for open jobs

- Click "Jobs" on the top navigation bar
- Click "On-Campus"

Active, available jobs will be visible on the left banner. Scroll down to see all jobs. Click on the job title to more about the position and its requirement in main viewing window. If you are interested in the job, simply click the APPLY button.

NOTE: It is strongly encouraged that you apply for no more than 4-5 jobs at one time.

If you are offered a job and you accept the offer, PLEASE withdraw your application from any other jobs that you have applied for so other managers know not to reach out to you for that position. Below are the instructions for withdrawing from a job.
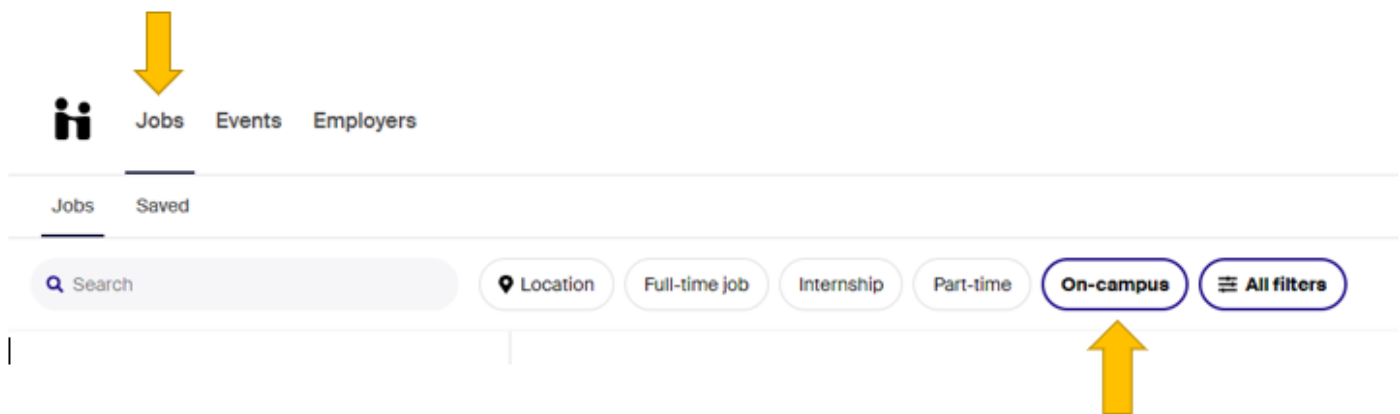
NOTE: Some postings will have preferences associated with the job: school year, work study eligibility, major. As you scroll through job description, you will see if you match all preferences. Students can apply to all jobs, however students who meet all preferences may be considered first in the recruiting process.

Apply to Davidson College - On Campus Employment ⊠

Details from Davidson College - On Campus Employment:

Applying for Gig-Hub Consultant (2020-2021) requires a resume. Attach it below and get one step closer to your next job!

1. Attach your resume

✓ Resume 6_21   ✕
Preview Document

Submit Application

You can see the jobs that you have applied to by selecting My Jobs from the drop down under your name in the upper right corner of page.

Messages   Career Center   LR

My Profile

My Jobs ⬅

My Interviews

My Documents

D Gig-Hub Consultant (2020-2021)
Davidson College - On Campus Employment
ⓘ Status: Pending
✓ Applied Jun 28

You will also receive an email confirmation for each job that you have applied to.

ii Handshake
Your application is confirmed

Nice work! You successfully applied to Gig-Hub Consultant (2020-2021) at
Davidson College - On Campus Employment

Getting Hired

Once you have applied, the hiring manager will reach out to you directly via your Davidson College email address. Be sure to check it frequently!

All departments on campus are responsible their own job search.   Hiring managers are given the freedom to create their own process and timing during the search.

Each manager has the option to hire directly based on the student's profile and/or resume or conduct phone or Zoom interviews.

If you are offered a job and you accept the offer, PLEASE withdraw your application from any other jobs that you have applied to - so other managers do not continue to reach out to you for employment. Below are the instructions for withdrawing from a job. You will need to select the intended job and click "withdraw application" – located in middle of page.

Application submitted

Withdraw application ⬅

Confirm Application Withdrawal   ✕

Are you sure you'd like to withdraw this application?

⬇

Cancel   **Withdraw**

Required paperwork

Before a student can begin working on campus, the Federal I-9 Form MUST be completed on or before the first day of work. Students will need to visit the Human Resources Office to complete the Federal Form I-9. Tax Forms and Direct Deposit Forms can be filled out in advance. For more information refer to **Required Paperwork** page on Student Employment website. Below is a list of Acceptable Documents that need to be brought with you to campus to complete the Federal I-9 Form. A delay in completing the I-9 will result in a delay to your start date.

For New Hires: *(students who have never worked on campus before)*
• Federal Form I-9
• Direct Deposit
• Tax Forms (students default to single & zero, if no forms are submitted)

For Re-Hires: *(students who have worked on campus before in any department)*

- No Paperwork Required – your completed I-9 is valid for your entire Davidson career (student).

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A		LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	OR	**Documents that Establish Identity** — *One Document from B and C* — **AND**	**Documents that Establish Employment Authorization**

LIST A — Documents that Establish Both Identity and Employment Authorization	LIST B — Documents that Establish Identity	LIST C — Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	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	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	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	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status 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.	8. Native American tribal document 9. Driver's license issued by a Canadian government authority **For persons under age 18 who are unable to present a document listed above:**	5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Work Schedules

Schedules are determined at the beginning of each semester and are designed around a student's academic schedule.

Allowable Hours/Week:

Most students who choose to work on campus average between 5- 10 hours/week. While a student employee may work up to 20 hours/week during the school year their primary responsibility is to their academic success. In addition, the college wants students to engage in all aspects of campus life. A work week of 5-10/week typically allows enough time for studying and extracurricular activities.

International Students

Foreign Nationals on non-immigrant visas are strictly limited in their ability to work in the United States. Employment is permitted based on visa classification or by receiving special permission from the Department of Homeland Security. Students with an F-1 Visa can work 20 hours/week while classes are in session and 40 hours/week when classes are not in session. It is the responsibility of the student to monitor their hours worked. Supervisors, however, should be aware and sensitive to the policy. Not adhering to this policy can risk a student's visa status and can result in deportation.

Work Study Recipients

Students who have received work study as part of their financial aid package can earn up to the amount of their award. Work study students should plan to work half their award in the fall semester and half in the spring semester. If you work more hours than allowed and exceed the amount of your award, the overage will be charged back to the hiring department at the end of the academic year. Your supervisor has access to a report where they can monitor your hours worked/dollars earned against your award total.

Getting Paid

- Students are required to log their hours as they are worked

- It is the responsibility of both the student and the supervisor to understand time entry procedures

Time Clock Plus – Time Reporting Software

Students at Davidson clock their hours using Time Clock Plus and are paid biweekly. Students clock in and clock out for each shift that they work using a personal computer, an on-campus computer, or a smart phone mobile app.

Instructions on how to clock hours through Time Clock Plus are provide below. In addition, your supervisor should show you how to enter your time on the first day of work.

Mobile App Instructions (PDF)

Note: if you forget to clock in or out, you should do nothing and wait until your next shift to correct the error. At that time, you will be prompted to edit the missed punch. This will prevent your supervisor from having to correct the error manually.

Falsification of reporting hours is a violation of the Honor Code and can be referred to the Honor Council.

Student's working under the Financial Aid Work Study program cannot exceed the amount of their work award without prior approval from their supervisor.

Students are encouraged to check their payroll deposit through Banner Self-Service – Employee Services – Pay Information – Pay Stub.

Banner Self-Service (login required)

Federal & State Taxes
All wages paid to student employees are subject to withholding of federal and state taxes unless the student qualifies for an exemption.

FICA (Social Security/Medicare Taxes)
Students are exempt from FICA taxes during the academic year. If a student works for the college in the summer, the student is considered a regular employee and will have FICA taxes withheld.

Accessing your W-2: Wage and Tax Statement

Current Students:
All employees should have access to their W-2 online. Employee W-2 forms are available electronically on or (slightly) before January 31st.

To access your W-2 electronically:

- Log into Banner Self Service
- Go to Employee Services>Tax Forms>W-2 Year-end Statement
- Choose the year you want to view
- Make sure to click "printable version" before printing

If you have trouble logging in, please contact Susan Caldwell in the payroll office at sucaldwell@davidson.eduor 704-894-2461.

Student Pay Scale

Student Employment uses a job classification process to ensure that all student employees are paid equitably when working in similar positions. For this reason, all positions have a written job description. The Human Resources Office is responsible for grading student jobs based on the job description and skills required for the job. Students are rewarded for staying in one job for multiple years; however, students are not penalized financially for switching to a job more closely related to their studies or career goals.

The student pay scale below is used during the academic year. Managers who hire students for summer employment do not have to follow these guidelines.

	Level I	Level II	Level III	Academic
First Year in job	$7.50	$8.00	$8.50	$9.00
Second Year	$8.00	$8.50	$9.00	$9.50
Third Year	$8.50	$9.00	$9.50	$10.00
Fourth Year	$9.00	$9.50	$10.00	$10.50

LEVEL DEFINITIONS

Level I: Includes all entry level jobs that do not require specific training or previous knowledge. General duties could include monitoring, copying, and filing. Minimal variety in job responsibilities, operation of simple equipment and regular supervision.

Level II: These jobs involve a higher level of responsibility with some previous training and a more in-depth knowledge of a specific field. May have previous experience or completed related coursework. General duties could include evening management, set-up or tear down of equipment for events, project work, and knowledge of various software packages to complete assignments and ability to perform a specific skill. Minimal supervision, some independent work.

Level III: These jobs involve working independently with little direct supervision. Students in these positions usually have a higher level of technical and content expertise. May oversee the work of other students and conduct analysis. General duties could include community service projects, web, and computer technology projects. May require specific certifications or licenses. Mostly autonomous work.

Academic: These jobs include work in the Writing Center, Speaking Center, Economic Center, Tutors and Teaching Assistants. Work is mostly independent and often requires prerequisite coursework.

Dress Code

On-Campus Employment helps students prepare for life after Davidson, wherever that may lead.   Dressing professionally and appropriately is one goal of the program.   Most offices on campus receive visitors, guests, or colleagues from across the college. Appropriate attire is highly recommended for all staff, both student and full-time. A neat appearance at work will help you establish good professional habits early and will send a subtle visual message that you are respectful, competent, and professional. In general, it is expected that students' appearance be neat while at work and that their clothing is suitable and appropriate for their office location.

If you have questions, please see your direct supervisor or the Student Employment Office.

Performance Evaluations

At the end of the fall semester, students are encouraged to sit down with their supervisor and discuss their working relationship. This discussion should serve as an opportunity to discuss performance, job goals and job satisfaction. Communication is critical to making the experience for both the student and the department a positive one.

At year end, a more formal review process should take place giving the student and the supervisor the opportunity to evaluate the student employment experience. This review process is facilitated by a Qualtrics Survey which is sent to each student and each supervisor. During this review process, it is very important to discuss your plans for the following academic year: **will you be returning to the job or will you be looking for a new job**. Transparency is very important because your supervisor will be making job posting/ hiring decisions for the following year based on this conversation.

Ending Employment/Termination

The college reserves the right to revoke employment when work, conduct, or attitude is unsatisfactory, regardless of financial aid work study status. Should your employment be revoked for any of these reasons, you will not be offered alternate employment. Should you fail to comply satisfactorily with the requirements of your employment agreement the following disciplinary action will be pursued by your supervisor. Certain actions can result in immediate suspension or termination such as falsifying a timesheet.

- Verbal reprimand
- Written warning
- Suspension (1-2 weeks)
- Termination

Note: If at any point **you** choose to terminate your employment, please should notify your supervisor at least two weeks prior to your intended end date. You should also contact the Student Employment Office to let them know of your decision.

Additionally, if you are struggling with your workload and need a break from work rather than terminate your job completely, contact your supervisor and have that conversation. Generally, supervisors will work around your schedules and needs.
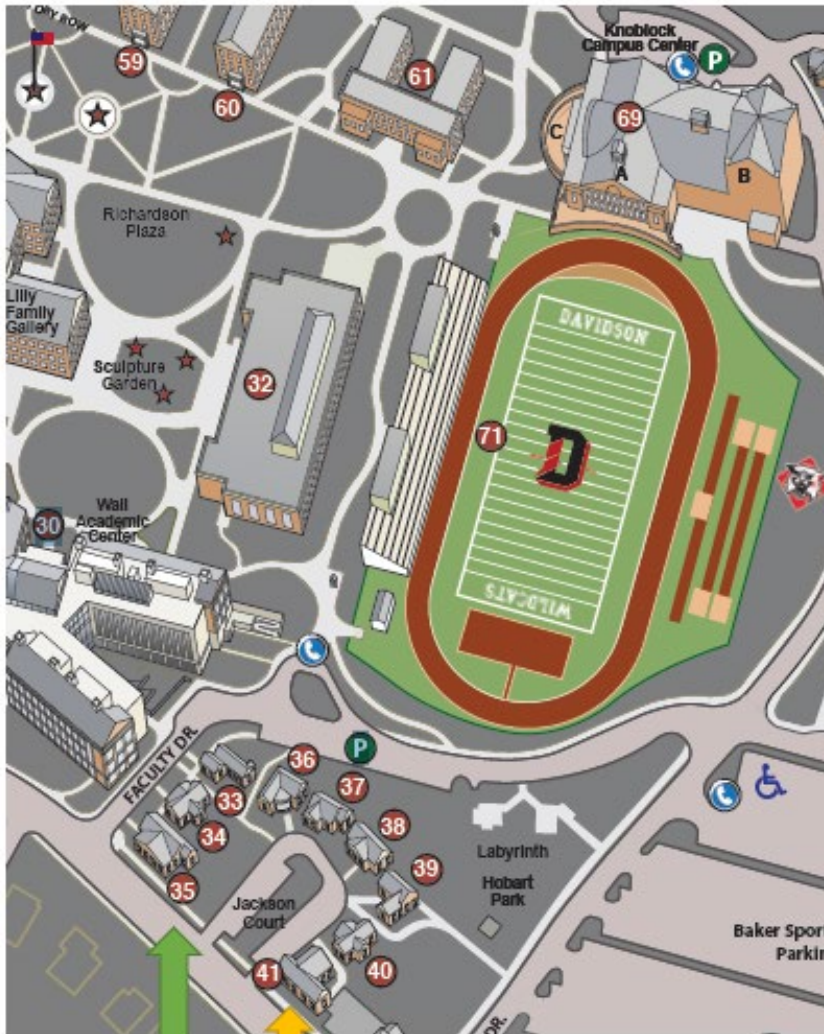
Key Contacts on Campus

Human Resources: Liz Robinson 704-894-3013, lirobinson@davidson.edu

Payroll: Susan Caldwell 704-894-2461, sucaldwell@davidson.edu

Financial Aid: Anna Stovall 704-894-2677, anstovall@davidson.edu

Human Resources/Business Services – Campus Location

Human Resources Office
11 Jackson Court

#41 on map

Business Services Office
3-4 Jackson Court

#35 on map