COLORADO COLLEGE

Student Employment

2025

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Why Work On-Campus?

Get connected to campus & community

Convenient location

Flexible scheduling that supports the block plan

Networking with professors and academic professionals

Supervisors that know you're a student FIRST, employee second

Opportunities in your field of interest

Developing skills and gaining experience

Building your resume- future employers want work experience

Try something new

Gain independence

Having income for bills, pizza, and fun!

Examples of On-Campus Jobs

Office Assistant (Many Departments)

Grader/Tutor

SafeRide Driver

Athletics Event Staff

Robson Ice Arena Specialist

Intramural Referee

Residential Front Desk Assistant

Tutt Library Circulation Desk

Groundskeeper

Mail Services Assistant

Admission Ambassador/Tour Guide

Worner Campus Center Desk

E-Sports Lab Coordinator

RoCCy (mascot)

Lifeguard at Schlessman Pool

Research Assistant (Bio, Poli Sci, Ecology, etc!)
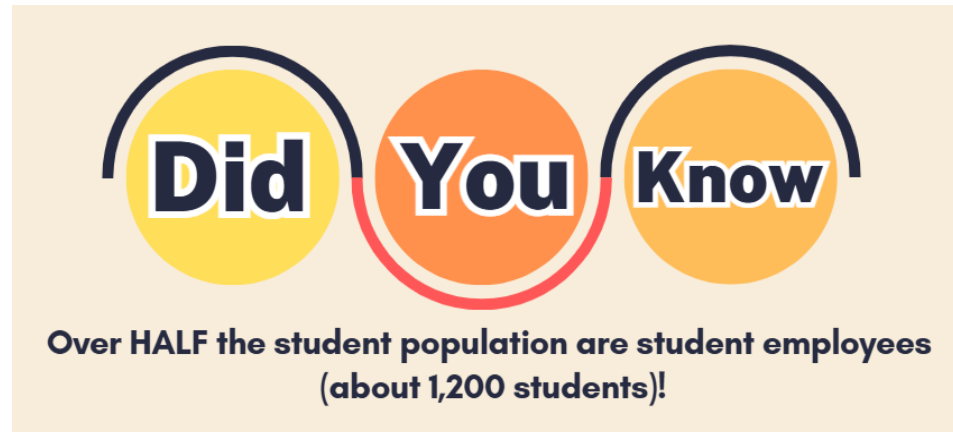
And much more!!!

Who Can Participate?

Enrolled CC students (enrolled at least half—time aka 2 blocks a semester)

Domestic *and* International Students

Students can usually work over the **summer**!

Did You Know

Over HALF the student population are student employees (about 1,200 students)!

⚠ Seniors cannot work for Student Employment after graduation! ⚠

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How Does it Work? The process

Contact the Career Center

- Get help with writing a resume, interviewing and more!
- You will need to prepare a resume and sometimes a cover letter to apply to on-campus jobs.
- **TIP:** If you have a work-study award, put it on your resume!

Search and Apply for jobs on Handshake

- Search using the On-Campus jobs filter
- If you have any questions, reach out to the department who posted that job
- Wait for the supervisor to contact you, if selected for an interview
- **TIP:** Hiring is competitive! Apply to a lot of jobs (and don't wait to hear back from one job before applying to another.)

Interview

- If selected for an interview, the supervisor will contact you and organize
- Prepare and attend your interview, then wait to hear from the supervisor
- If the supervisor wants to hire you for the job, they will contact you and offer you the job!
- **TIP:** Be patient! The Hiring process can take a while. If you really need an update, contact the supervisor

You're Hired!

- Communicate with the supervisor you would like to accept the job!
- BEFORE starting to work, you must complete the hiring process.
- The hiring process can take up to two weeks to complete, so plan accordingly.
- **TIP:** To complete paperwork, we need to see some ID documents. Make sure you have these IDs at CC to make the process quicker!

Hiring Process

- **All resources are on our webpage**
1. Read the Student Employment Handbook
2. Fill out the paperwork
3. Make an appointment to turn in your paperwork in-person
4. Wait for your paperwork to be processed
5. Once processed, alert your supervisor
6. Wait for your supervisor to submit the online hiring form. Once the form is approved, you will have a timesheet.

Timesheets & working

- **DO NOT** work until you have a timesheet for this position!
- **Once you have a timesheet, you can start working!**
- Training will take place through your department
- Submit timesheets on time every pay period to be paid on time
- Further help & resources are on our webpage

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Student Employment Funding & Work Study

Student Employment is funded through:

Institutional student employment money and Work-study (federal and state) money

Institutional Student Employment:

- Funded by Colorado College
- Not a financial aid award
- Used to fund student employment paycheck when/if the work-study award is exhausted.
- Can only work on campus

If you DO NOT have a work-study award, you can be paid from institutional funding only!

Work-Study:

- A financial aid "award" you receive by demonstrating financial need for educational expenses
- Funded by Federal Government or State of Colorado
- Can work on-campus or off campus through the Collaborative for Community Engagement
- Special regulations
- Not "given" the amount of the award, student must earn the award amount through student employment word
- It basically means the money you receive in your paycheck is coming from a special budget pool

If you have a work-study award, you can be paid from work-study and institutional funding!

If you have a work-study award, there is no limit to how much you can work (i.e. if you earn the amount of your award, you can still work!)

If you have a work-study award you may apply to "Work-study only" jobs.

Student Employment Funding & Work Study

"Student Employment" is the umbrella term for all paid, on-campus positions at CC, including work-study jobs.

❖ Our program is called Student Employment (not work-study) because we are funded from institutional money *and* work-study money.

❖ So, all jobs through Student Employment are student employment jobs, but only a few jobs are considered "work-study" jobs.

Please note - students with a work-study award can work in work-study only positions **and** non-work-study positions.

Collaborative for Community Engagement

- Must be Work-Study Eligible to apply and participate

- Provides Off-Campus job opportunities at non-profit organizations in our community

- Paid through Work-Study

- Most of their hiring happens at the beginning of the year!

Children's Literacy Center Tutor

Bonner Fellow (variety of off-campus partners)
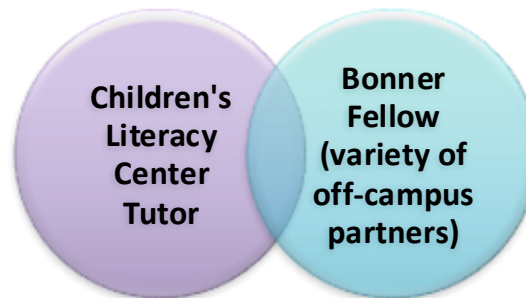
CCE Webpage:
https://www.coloradocollege.edu/offices/cce/

Contact:
Tyra Voget: tvoget@coloradocollege.edu

Handshake:
Finding & Applying for On-Campus Jobs

- **Handshake is our internal on-campus job board!**

- New jobs are posted daily, and the CC community hires year-round.

- Check back often.

- On-campus jobs are competitive so be sure to apply early, especially during the first few blocks of the academic year!

(1) **Log in to Handshake through the Sign into CC webpage**

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Browse the jobs. When you see one you think you are qualified for and would like to apply for, click "Apply."

You will be prompted to answer some question and/or upload some documents like a resume or cover letter.

(Each job requires different things to upload.)

When you are done, click "Submit Application."

![Colorado College logo]

Improving your Hiring Potential:

- Reach out to the Career Center for help with writing a resume, CV, or Cover Letter & practice interviews!

- Apply to multiple jobs, do not wait until you hear back from one job to apply to another.

- Dress for success

- Prepare for your interview (practice questions, come up with questions to ask, etc.

- Attend events like the Job Fair

- **Communicate promptly**

CareerCenter@ColoradoCollege.edu
719.389.6893

You're Hired! Now What?

1. The supervisor will contact you to let you know you have been hired for an on-campus job.

2. After you have accepted the job offer, go to the "You're hired" webpage on the CC website for instructions: https://www.coloradocollege.edu/admission/financialaid/studentemployment/youre-hired.html

   o You will read the Student Employment Handbook

   o Print and complete the Student Employment paperwork (Domestic or International)

   o Make an appointment with our office online to **turn in your paperwork in-person**

   o Attend your appointment **WITH your I-9 ID's!!!**

   o Wait until you have a timesheet, *then* you may begin work!

I-9 ID Regulations

We are **REQUIRED** by US Federal Immigration Law to examine your **ORIGINAL** I-9 documents **IN-PERSON**.

- The ID(s) you can bring are in the packet, but you will either need ONE ID from List A or TWO IDs from List B AND List C. For example:
  - A passport
  - A driver's license _AND_ an SSN card
  - A CC ID _AND_ a birth certificate

- **NO copies, pictures, scans!**
- **Must be original, physical IDs!!!!!!**

After paperwork…

*Student employees must NOT WORK until they have an active timesheet VIEWABLE in Banner.

You will receive one email from us when your paperwork has been processed with instructions to email your supervisor and tell them your paperwork has been processed.

(Then your supervisor submits an online form to us which we approve…)

You will receive a second email after the online form is approved and you have a timesheet and you can begin working!

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Do not work or train until you have a timesheet!

If you don't have a timesheet, you're not an employee yet, and you can't get paid on time.

If a student attends training or work hours prior to having their documents processed AND having a timesheet displayed in Banner... you could be **suspended from student employment.**

We must follow regular hiring and compliance rules, hence the intensity!

Timesheets & Getting Paid

- Timesheets are online on Banner SSB
- Timesheet instructions are found on the Student Employee Toolkit online
- Paychecks dispersed twice per month (15th and last day of the month)
- If a student does not submit their timesheet by the deadline,
  they will NOT be paid on time.
- If a student's supervisor does not approve the timesheet by the supervisor's deadline,
  the student will NOT be paid on time.
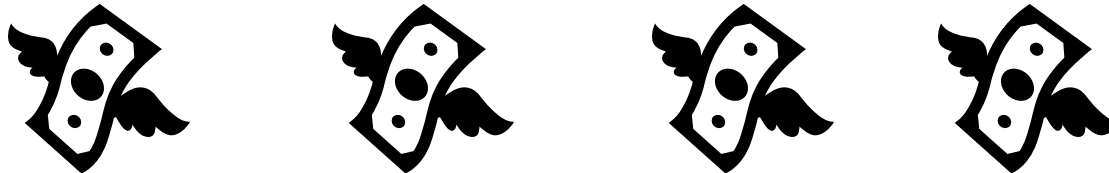
- **It is not acceptable to add hours worked from a previous/missed pay period to another time sheet.**
  This will be considered falsification of a timesheet and is a **crime of fraud** in the state of Colorado. Any student who falsifies a timesheet will be suspended from student employment and may be reported to the authorities for further investigation.

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Policies & Procedures

Must be enrolled at least Half-Time

Cannot work when scheduled to be in class

Cannot work more than 12 hours in one day (all jobs combined)

Students cannot average more than 32 hours per week- all jobs combined)

International students cannot work more than 20 hours per week (all jobs combined)

Students are NOT permitted to work remotely outside of the state of Colorado.

Student employees cannot volunteer for any service that is similar to the work they do as employees. This includes volunteering in a role before their status as an employee is active.

How to be a good student employee – Tips and Tricks

☑ This is real employment - consider yourself a professional

☑ Consider your academic needs before you set your schedule

☑ Dress appropriately for work

☑ Be respectful to your supervisor, team, and others

☑ Follow directions from your supervisor and don't break expectations

☑ Be punctual. If you are going to be late - tell your supervisor

☑ Ask questions and ask for feedback!

☑ Communicate! Check your email regularly, respond to messages, do not ghost your supervisor

Although rare, it is possible for students to be terminated from their on-campus jobs in serious circumstances

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Resources & Contacts

Lisa Strawbridge

Assistant Director of Student Employment

Phone: (719) 389-6908

studentemployment@coloradocollege.edu

Office of Financial Aid & Student Employment

Spencer Center Rm 134

Student Employee Toolkit

- Student Employment Handbook
- Timesheet Instructions
- Payroll calendar & Timesheet Deadlines
- Other resources

https://www.coloradocollege.edu/admission/financial aid/studentemployment/student-toolkit.html

CC Career Center

(719) 389-6893

careercenter@coloradocollege.edu

Morreale House (1130 N Cascade)

Resume, interview skills, and professional development assistance

International Student & Scholar Services (ISSS)

719-389-6077

isss@coloradocollege.edu

Armstrong Hall Rooms 217 & 218

International student assistance with application for Social Security Number, work visa, or other international related issues