



Student Employment Handbook

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Work Zone
Note Taker

Job Description: Provide copies of class notes for students who require extra learning support. Must be enrolled in the classes for which notes must be copied.

Contact Person: Maggie Gellings (maggie.gellings@uwc.edu)
Phone: 920-929-1332 Office: C-224

FORMS REQUIRED FOR EMPLOYMENT

New students are required to fill out a student employment pack available only in the Business Office. Those forms are as follows:

1. Authorization to Hire
2. Criminal Background Check
3. Student Employment Information
4. I9
5. W4
6. Direct Deposit Form
7. Employment Verification
8. Selective Service Registration

Returning Students are required to submit

1. Student Employment Information
2. Employment Verification

Once forms are completed they can be returned to the Business Office. When they are returned you will need to provide two forms of identification (i.e. Driver's License and Social Security Card). Before a student can be pay rolled these forms must be submitted to the Business Office. No students are paid without submission of these forms.

CRIMINAL BACKGROUND CHECK

All student employees are subject to a criminal background check. Records of arrest on pending charges and/or convictions will not automatically disqualify you from employment. Such information will be considered only if there is a substantial relationship to the job you are seeking. Please provide all information regarding pending charges and prior convictions so that an informed decision may be made.

STUDENT EMPLOYMENT HANDBOOK FOR UW-FOND DU LAC STUDENTS

Working on campus provides a viable way to concentrate on your studies while earning money to pay for your educational expenses. If you are employed on campus, you will fit the job into your class schedule to provide you with the flexibility that is often needed to be a successful college student.

GENERAL INFORMATION

Funding sources for the student employment program at UW Fond du Lac provides two kinds of opportunities:

Work Study (WS). The Work Study payroll is funded by a combination of 75% federal funds and 25% campus funds. Financial aid applicants who have accepted work study awards are the only students who may be hired for positions funded with WS monies. Your earnings are limited to the amount of the work study award indicated on the work authorization or by the department's WS allocation, whichever is less.

Student Assistant (SA). The student assistants work program is funded 100% by campus funds. Financial aid eligibility is not a factor in obtaining a job funded with SA funds.

This booklet has been compiled in order to provide you with easy access to information. If you have any questions or suggestions please contact Tracy Schwinn in the Business office (tracy.schwinn@uwc.edu or 920-929-1134).

STUDENT EMPLOYMENT HIRING PROCEDURE

If you are interested in campus employment, complete a student employment application and return it to the Business Office. Review the "Campus Student Employment Descriptions" below and talk to the contact person to learn more about the job. The department supervisor will arrange an interview with you.

After you and a supervisor agree on your hiring an Employment Authorization Form and Criminal Background Check must be completed and signed by both of you and submitted to the Business Office by the supervisor. You will then need to visit the Business Office to complete an employment packet. You will need to provide two forms of identification: a driver's license and a social security card or birth certificate.

RATE OF PAY

New student workers start at the base rate of \$7.50 per hour. A raise of \$.25 per hour will be given to returning students at the start of their third semester. Note takers are paid \$75.00 per semester per course which half is paid mid-semester and the remaining is paid at the finish of the semester. Student Ambassadors hired through Student Services are also paid \$100.00 lump sums per semester at the finish of the semester.

DIRECT DEPOSIT PROCEDURES

UW Colleges student employees are paid exclusively through direct deposit. Direct deposit is mandatory. In order to be pay rolled, a student must have a bank account. The account may be either a savings or checking account. Complete the yellow Direct Deposit form and return it along with a voided check to the Business Office.

INSTRUCTIONS FOR COMPLETING TIME SHEETS

Student Timesheets are completed using a Microsoft Excel spreadsheet. Timesheets are accessed via the UW-Fond du Lac intranet under the document and forms tab at the top of the page, then click on employment, and then students. Instructions on how to complete the timesheet are built into the spreadsheet.

1. Record the start and end times for each work shift. No start and end times can be longer than a continuous 6-hour period. An unpaid break of at least 30 minutes must be taken after each 6-hour shift.
2. The spreadsheet will total the amount of time worked each day in the "total" column (use hours and minutes).
3. Timesheets should be printed, signed and turned into your supervisor at the end of your last shift of the pay period. Handwritten timesheets are not accepted!
4. Have the supervisor sign, date and deliver the time sheet to the Business Office by 9:00 AM on the due dates.

GUIDELINES FOR STUDENTS

Your responsibilities as a worker are to ask questions and understand the work to be done. Also:

1. Provide your supervisor with your class schedule in order to set up a work schedule.
2. Accurately report the hours worked. If you accomplish the task in less time than expected and there is no other work to be performed, you report on the time sheet only the time during which work was actually performed.
3. Discuss any problems regarding your work with the supervisor.
4. Make certain you do not work more than a continuous 6-hour period without a 30-minute, unpaid lunch break.
5. Your supervisor, not you, must submit the completed time sheets by 9:00 am on the due dates.

Student Services

Math Tutor

Job Description: Work with Lakeshore Elementary School Math Specialist in providing individual and small group math instruction to K-5 elementary school age students. Interact with students and guide their mathematical understanding during "hands-on" activities. Excellent opportunity for students who enjoy working with children and/or are interested in majoring in Elementary Education. Approximately 6-8 hours per week.

Contact Person: Joyce Atkins (joyce.atkins@uwc.edu)
Phone: 920-929-1127 Office: AE-116

Student Services

Student Ambassador

Job Description: Provide campus tours to prospective students, participate in campus events and recruitment tasks in Student Services. Must be a current UW-Fond du Lac student with at least one semester complete with a 2.0 or better cumulative G.P.A.

Contact Person: Melissa Luedtke (melissa.luedtke@uwc.edu)
Phone: 920-929-1125 Office: AE-123

University Relations

Job Description: Provide assistance and photography at campus events, assist with writing and editing of campus press releases, maintain campus news archives, and provide other basic office support. Strong writing, photography, communication and organizational skills required. Familiarity with e-mail, social media, and basic office equipment.

Contact Person: Laurie Krasin (laurie.krasin@uwc.edu)
Phone: 920-929-1108 Office: AE-126

Work Zone

Tutor

Job Description: Group Tutor for Math, English and other classes. Must have completed the courses to be tutored at a B or better.

Contact Person: Maggie Gellings (maggie.gellings@uwc.edu)
Phone: 920-929-1332 Office: C-224

Lump Sum payment of \$75.00 per course per semester.

Student Newspaper

Falcon Flier Technical Editor

Job Description: Maintain the Flier website to include adding and removing articles, photos, captions and heads as required. Basic software use skills (College Publisher software, documented) required and availability as needed. Up to 10 hours per week as supervised by the Flier Faculty Advisor.

Contact Person: Peter Toeg (peter.toeg@uwc.edu)

Phone: 920-929-1357 Office: S-237

Student Services

General Clerical/Receptionist

Job Description: Coordinate special projects as they arise, need organizational ability to be able to follow through and break down projects into steps and follow logical sequences. These projects will require the ability to work independently.

Contact Person: Joyce Atkins (joyce.atkins@uwc.edu)

Phone: 920-929-1127 Office: AE-116

Student Services

Admissions/Financial Aid

Job Description: Office Assistant. Filling display racks, updating bulletin board, answering telephone, giving campus tours, preparing information packets, registration processing, typing, filing, and special projects as they arise. Approximately 6-10 hours per week.

Contact Person: Joyce Atkins (joyce.atkins@uwc.edu)

Phone: 920-929-1127 Office: AE-116

Student Services

Literacy Tutor

Job Description: Work with Lakeshore Elementary School Reading Specialist in providing small group literacy tutoring to K-5 elementary school age students. Listen to students read, guide students using reading strategies, guide students in the writing process. Excellent opportunity for students who enjoy working with children and/or are interested in majoring in Elementary Education. Approximately 6-8 hours per week.

Contact Person: Joyce Atkins (joyce.atkins@uwc.edu)

Phone: 920-929-1127 Office: AE-116

STUDENT EMPLOYMENT DESCRIPTIONS

Art Department

Job Description: Laboratory Assistant. Lab set-up and clean-up, computer data entry, filing, and some general office duties. Model. Must be able to pose clothed sitting/standing/reclining for 1-30 minutes. Must be on time.

Contact Person: John Scotello (john.scotello@uwc.edu)

Phone: 920-929-1176 Office: A-119

Athletics

Job Description: Athletic Services. Games scorekeeper, statistician, computer entry of game information, concessions, game day setup, general office work as assigned.

Contact Person: Lee Watson (lee.watson@uwc.edu)

Phone: 920-929-1178 Office: PE-114

Biology

Job Description: Laboratory Assistant. Computer data entry, assist in plant research project, lab clean-up and set-up.

Contact Person: David Demezas (david.demezas@uwc.edu)

Phone: 920-929-1171 Office: S-102

Business & Economics Department

Job Description: Office Assistant. Keyboarding, filing, general office duties. Proficient in Microsoft Office most notably word and excel.

Contact Person: Carolyn Polodna (carolyn.polodna@uwc.edu)

Phone: 920-929-1193 Office: C-225

Business Office

Job Description: Office Assistant. This position provides support to the Financial Specialist 3 and the Assistant Dean of Administrative Services which includes assisting students at the front counter, filing, typing and general office duties.

Contact Person: Tracy Schwinn (tracy.schwinn@uwc.edu)

Phone: 920-929-1134 Office: AE-112

Chemistry

Job Description: Laboratory Assistant. Lab set-up and clean-up, computer data entry, filing, and some general office duties. Preference will be given to students with knowledge in chemistry and having completed chemistry 155, 203 or above.

Contact Person: Ron Theys (ron.theys@uwc.edu)

Phone: 920-929-1159 Office: S-202

Computer Lab – Information Technology

Job Description: Computer Lab Assistant/Compressed Video Technician. Making sure the compressed video class is connected. During lull times, work in the computer lab helping students.

Contact Person: Tom Clausen (tom.clausen@uwc.edu)

Phone: 920-929-1142 Office: AE-109

Other Info: Computer applications knowledge necessary. Work one night per week usually 5:30 -9:30 pm.

Facility Rental – Technical Support

Job Description: This position provides audio visual and computer related services to the following departments: Facility Rental, Theater, Lecture and Fine Arts, Music and Informational Technology. Responsibilities include setting up equipment for events held on the UW-FDL campus. Equipment to be set up could include sound, video, lighting, and computers.

Contact Person: Kathy Strong-Twohig (kathy.strong-twohig@uwc.edu)

Phone: 920-929-1138 Office: AE-137

Fitness Center

Job Description: Monitor the Fitness Center, check ID's, clean equipment, assist fitness center users with their exercise program, general custodial duties within the Fitness Center, other duties as assigned.

Contact Person: Lee Watson (lee.watson@uwc.edu)

Phone: 920-929-1178 Office: PE-114

Other Info: Needed for both semesters and summer.

Geography

Job Description: Laboratory Assistant. Lab set-up and clean-up, computer data entry, filing, and some general office duties as assigned.

Contact Person: Mike Jurmu (mike.jurmu@uwc.edu)

Phone: 920-929-1163 Office: S-102

History

Job Description: Office Assistant. Copying, scanning, filing and general office duties.

Contact Person: Paisley Harris (paisley.harris@uwc.edu)

Phone: 920-929-1165 Office: S-214

Library

Job Description: Library Assistant. Assist patrons in locating library resources. Perform circulation duties at circulation desk, check in/out library materials, and shelve books, newspapers, and magazines. Retrieve back issues of magazines, stamp, label, tape new materials. A basic knowledge of computer skills required. This is mainly an evening hours position.

Contact Person: Kathryn Johnston (kathryn.johnston@uwc.edu)

Phone: 920-929-1148 Office: UC-162

Library Support Services

Job Description: check in library materials, work with online union catalog, production of spine labels utilizing OCLC software, package and ship materials to other libraries. File materials, order information and other clerical duties as assigned.

Contact Person: Kerry Sehloff (kerry.sehloff@uwc.edu)

Phone: 920-1304 Office: A-205

Maintenance Department

Job Description: Maintenance Assistant. Assist maintenance staff in building and grounds upkeep including but not limited to, mowing and trimming grass, painting, moving furniture, custodial duties, package deliver, light landscaping, equipment upkeep, snow removal, trimming and brush control.

Contact Person: Rick Retelle (rick.retelle@uwc.edu)

Phone: 920-929-1116 Office: Physical Plant

Music

Job Description: File music after concerts. 10 hours available each semester.

Contact Person: Dan Rager (dan.rager@uwc.edu)

Phone: 920-929-1174 Office: UC-128

Physical Education

Job Description: Organize and set up activities, maintain bulletin board, advertise programs, work with student government on needs of student population and computer entry.

Contact Person: Lee Watson (lee.watson@uwc.edu)

Phone: 920-929-1178 Office: PE-114