

Student Employment: Overview

Policy/Procedure

Eligible Students

Only full-time matriculated Dickinson College students are eligible for the federal work-study Student Employment Program.

The following students are eligible for the institutional student employment program:

- Students attending Dickinson College full-time.
- Students who are enrolled part-time, and who are completing Dickinson College degree requirements.

Types of Student Employment Programs

The Student Employment Office coordinates two student employment programs:

- Institutionally funded on-campus employment
- Federally funded (Federal Work Study) on-campus and off-campus employment

Institutionally funded on-campus employment provides part-time job opportunities for currently enrolled students, regardless of your financial need. The hiring department pays 100% of your student wage. Please note that since institutionally funded positions are limited in number, they can be more difficult to obtain.

Federal Work Study provides job opportunities for students demonstrating financial need to help pay for educational expenses. Your eligibility for federal work study is reviewed each year and is determined by your FAFSA (Free Application for Federal Student Aid). If you are eligible for federal work study, your work study award will be included in your financial aid package. For Federal Work-Study employees, the hiring department pays 25% of your student wage, while 75% is subsidized by the government. Most student jobs on campus are federally funded.

The federal work study program encourages colleges to designate a certain number of their work study jobs to community service. The definition of “community service” according to Department of Education guidelines is as follows: "...services that are designed to improve the quality of life for community residents, particularly low income individuals, or to solve particular problems related to their needs." To be eligible for the federal work study/community service program, you must, first of all, be eligible for federal work-study. Community service positions are available through campus-based programs such as America Reads, or through contractual agreements with local community service programs. Dickinson College has partnered with a number of local community service groups to offer students opportunities for off-campus employment.

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Examples of Dickinson College Community Service Programs include:

- America Reads (www.ed.gov/inits/americanreads/index.html)
- Carlisle Parks and Recreation (www.carlislepa.org)
- HOPE Station (www.hopestation.org)
- Project Share (www.projectshare.net)

For more information, contact Financial Aid at finaid@dickinson.edu or at 717-245-1308.

Student Employment Program Agreement

Your acceptance of on-campus employment signifies that you agree to the terms and conditions set forth in this statement. Failure to meet any of these expectations can be grounds for dismissal.

The student, in accepting employment, agrees to:

1. Participate in the employment program as discussed in the Student Employment Handbook.
2. Fulfill the employment assignment as agreed upon with the Student Employment Office and your employment supervisor.
3. Work the hours contracted with your supervisor.
4. Strive to meet duties, responsibilities, and standards required by your employment position as defined by your supervisor.
5. Notify your supervisor in advance of any unexpected absence.
6. Maintain the security and confidentiality of information as required by federal law and college policy.

Dickinson College agrees to:

1. Provide opportunities for student employment which foster the goals of the employment program.
2. Maintain all employment records in the interest of effective administration and documentation of student work experience, and in accordance with general policies and relevant legislation such as the Federal Educational Rights and Privacy Act of 1974 (Buckley Amendment).
3. Promote equal opportunity to comply with related laws.
4. Make available to students any changes in procedures for the implementation of conditions of this agreement.

Dickinson College reserves the right to revise procedures and/or forms for the implementation of the above agreement.

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Student Employment Handbook for Students