

On-campus employment for First Year students

The College employs students in various capacities campus-wide. Priority is given to Federal Work Study (FWS) eligible students. It is the policy of Dickinson College that all First Year students desiring employment will work their primary job in the Dining Services Department. First year students may choose to work a second job on campus, however, they must work a minimum of two regularly scheduled shifts per week in Dining Services as their primary job. Hours will be monitored throughout the year and a minimum of two regularly scheduled shifts per week must be maintained in Dining Services in order to continue employment with another department.

Due the skills, training and/or certifications required, exceptions are made for the following positions:

- Lifeguard
- Athletic Trainer
- Climbing Wall Monitor
- Clarke Forum Project Managers

Students may be permitted to work outside of Dining Services with prior approval. In most cases, a student will be required to work two regularly scheduled shifts per week in Dining Services as their primary job.

- The supervisor of the hiring department must request the approval.
- No First Year student may be hired by a department until an approval has been received.
- Exemptions that are approved, must be renewed each semester on a per semester basis.

Exemption Process

In order to request an exemption, the following must occur:

- The Supervisor of the hiring department must send an email to the Student Employment Office (stuemp@dickinson.edu).
- The email must contain the name of the student, the position the student is being considered for, and the reason an exemption is being requested. Please list any special skills which are relevant to the position.
- Upon approval, the Student Employment office will notify the hiring department.
- Departments must receive an official written approval from the Student Employment office prior to the student being hired.

Unconditional and Conditional Exemptions

Exemptions to work outside of Dining Services are not guaranteed and will be reviewed by the Student Employment Office and Dining Services.

- In some cases, a student will be granted a Conditional Exemption.
 - The student will be permitted to work at another department on-campus as long as the student works a minimum of two regularly scheduled shifts per week in Dining Services.
 - The student is required to maintain at least two regularly scheduled shifts per week for the duration of the semester.
 - If the student does not maintain at least two regularly scheduled shifts per week in Dining Services, the student may be terminated, and the exemption will be considered invalid.
- In some instances, an Unconditional Exemption may be granted.
 - The request will be approved and the student will be permitted to work outside of Dining Services.