

# STUDENT EMPLOYMENT

@ HOLY CROSS DINING

## FREQUENTLY ASKED QUESTIONS

### WHAT IS WORK-STUDY?

Federal work-study is a federally subsidized employment program in which eligible students are placed in part-time jobs on campus. If you're awarded a work-study authorization as part of your financial aid package, you could earn as much as \*\$1,800 during your first year. First-year students eligible for Federal work-study are placed in Dining Services.

\*Please note that if students exceed their work-study award, they will be switched over to general campus employment and are allowed to continue working.

### WHAT JOBS ARE AVAILABLE TO FIRST-YEAR STUDENTS?

Dining Services has the pleasure of offering first-year students their first on-campus job. We have several locations and students are trained and rotated in a multitude of tasks to help provide service to the campus community. Students will choose their jobs around their academic and extracurricular schedule by selecting a location and specific shift time.

### WHAT IS THE HIRING PROCESS?

Formal applications and interviews are not a requirement to apply. All first-year students will be sent an email invitation to attend Dining Services' annual employment meeting. Any student who plans on applying must RSVP and attend this event to start the hiring process. Hire paperwork consists of the following: U.S. Department of Homeland Security I-9 form, Dining Hire form with Student Employee Handbook sign off, W-4 Payroll Holdings form and Direct Deposit form. Once all forms have been completed, newly hired student employees will be given authorization to register for a weekly work schedule. Students who do not complete all required forms will be ineligible to be hired.

Please note that the W-4 Payroll Holdings and Direct Deposit forms are completed after being hired.

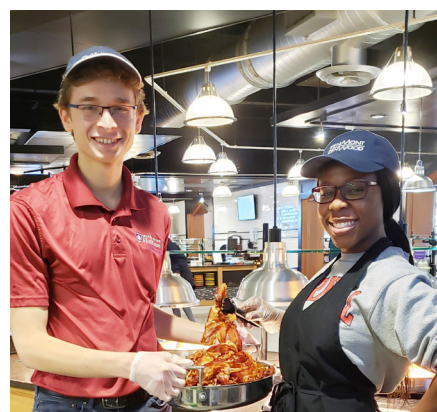
### AM I GUARANTEED A JOB IF I HAVE WORK-STUDY?

No, jobs are on a first-come, first-served basis. However, work-study students who have completed their hire paperwork are given first priority for job placement.

### DO I GET PAID?

Yes! Students are paid the Massachusetts minimum wage and provided the ability to work extra hours. Students are paid for hours worked on a weekly basis and those earnings can be arranged to be deposited directly into your personal bank account.

### HOW MANY HOURS DO I HAVE TO WORK?



Depending on the location you choose, most students work a minimum of 3 weekly hours and are not to exceed a total of 20 hours per week.

### WHAT ARE THE ADVANTAGES TO PARTICIPATING IN A WORK-STUDY JOB?

Working gives you practical work experience that you can add to your resume. We offer continued employment and advancement opportunities. Students who work typically do well or better academically than those who don't. The money you earn while you learn is yours. Plus, you get to work with professionals and upperclassmen that can make your transition to campus as supportive and easy as possible.

### HOW CAN AN ATHLETE BALANCE WORK-STUDY WITH THEIR COMMITMENTS?

While work-study is not a big commitment, depending on what sport you're involved with will determine how much you can fit on your plate. It is best to check in with the Athletics department on your specific commitments to finalize your availability.

### WHAT DO I NEED IN ORDER TO WORK?

There are two (2) things that will greatly help to make the hiring process a smooth one:

1. Prior to arriving on campus, sign in to your Holy Cross account by using your Holy Cross User ID and password. Complete part 1 of the I-9 form by using the Holy Cross (HR) Self-Service application. You can find it here: [Holy Cross Home Page](#)> [Current Students](#)> [Log In Links](#)> [Job/Career Resources](#)> [Human Resources \(HR\) Self-Service](#). Human Resources will send you instructions and offer assistance should you need help.
2. Pack your unexpired original (NO COPIES) forms of I.D. and bring them to campus in August to complete the I-9 form. This must be completed prior to being hired. Updates and details regarding opportunities of where and when to complete this form will be emailed to students. A list of I.D.s can be found here: <https://www.holycross.edu/campus-life/dining/student-employment>

### DO I HAVE TO WORK AT A WORK-STUDY JOB?

No, however most students who receive work-study do work. Dining Services employs approximately 300 student employees of which approximately 75 - 80% are first year students. We are happy to have them as an essential part of our team and are proud of the work that they do to help us provide service to the community.

### IF I DON'T HAVE FEDERAL WORK-STUDY CAN I STILL WORK?

Yes! However, students who have been awarded Federal work-study will be given first preference for job placement. General campus employment students are encouraged to complete their hire paperwork, will be kept on a waiting list and contacted as soon as a job opening is available.

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## ACTION DUE DATE:

If you plan to apply for a job with Dining Services, you must attend our Student Employment Meeting. RSVP by August 5 by emailing [diningstudentjobs@holycross.edu](mailto:diningstudentjobs@holycross.edu).

STUDENT EMPLOYMENT MEETING  
Date: TBD

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