

STUDENT EMPLOYMENT

@ HOLY CROSS DINING

FREQUENTLY ASKED QUESTIONS

WHAT IS WORK-STUDY?

Federal Work-Study is an opportunity for students to work in order to earn money to pay for college expenses, as well as to gain valuable employment experience. It is one component of an aid package that may be composed of loan, scholarship/grant, or *work awards. First-year students eligible for Federal work-study are placed in Dining Services campus jobs.

*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, specific day and 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 4-6 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 WITH DINING SERVICES?

We're more than just the campus food service, we're our own community! A big part of coming to Holy Cross is our Jesuit foundation, which calls us all to be Men and Women for and with others. By working for Dining Services, this is a great way you can give back to the community. Plus, if you maintain perfect attendance throughout the semester, you can become eligible for a bonus (\$1 for every hour you worked)!

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. Please note, that if a student does not work, their eligibility for future work-study aid may be impacted. Dining Services happily employs approximately 300 student employees of which 75 - 80% are first year students. As a Holy Cross tradition, we eagerly welcome students to 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.

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.

STUDENT EMPLOYMENT MEETING

Date: August 27, 2023

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