

ON-CAMPUS STUDENT JOBS

Gain Experience for Your Future

Steps to Obtain an On-Campus Student Job

1. To search and apply for jobs, first go to the Career Services web site at: www.kent.edu/career
2. Click on **Find Jobs & Internships** to access **Flash @ Work** to locate and apply for open positions.
 1. **Log in with your FlashLine User Name & Password, update your profile information and upload your resume.** For resume writing assistance, meet with a career expert in our office during daily drop-in hours.
 2. **To locate on-campus student jobs & graduate assistantships:** 1) click on **Job Search**, then **Advanced Search**, and 2) enter "**On-Campus**" in the **Organization Name** field. Scroll down to see all currently available positions.

Additional job search strategies:

- o Approach departments directly by calling, emailing, or stopping in. Check department websites for student jobs information. Remember, many departments are always accepting applications.
- o Network with fellow students who are employed on campus.
- o Meet with a Career Services Center **Career Expert** for assistance.
- o Speak with advisors, faculty, and staff who are familiar with departments that employ students.

3. After a successful job interview, accept your job offer & complete the hiring process.

All FIRST-TIME KSU Student Employees must:

- A. Sign the **Student Job Offer Form** provided by your hiring department to accept the job offer.
- B. Bring the completed **Student Job Offer Form** to the **Career Services Center** (or Regional Campus student employment office) with: **1) acceptable forms of I.D.**, and **2) bank account information** (routing and account numbers for direct deposit), to complete the forms required for employment on campus.
- C. **Log into CampusWorks at: <https://campusworks.kent.edu>** and click **Accept** to electronically sign the **Student Employment Certification Statement**.

ALL FIRST-TIME & RETURNING Student Employees must:

- A. **Accept job offers online to complete the hiring process** by checking your kent.edu email or logging into **CampusWorks**. **You will have five days to respond to the offer** or it will automatically expire. The job can be resubmitted by contacting the hiring department.
- B. **Receive a *Job Confirmation* email** when permission to work has been granted and your job has been activated. Permission to work is granted upon final confirmation of student enrollment, completion of paperwork, and other employment eligibility requirements.

4. Access your electronic pay stub through FlashLine.

Kent State employees are required to enroll in the direct deposit program to receive their paychecks. Questions? Contact the Payroll Office at 330-672-8640 or Payroll@kent.edu.

To view your Pay Stub in FlashLine, click on the **My HR** Tab. **Pay Stub** and **Direct Deposit** are located in the **Employment Details** box in the top left-hand corner.

Important Information for Student Employees

Benefits of On-Campus Employment

Did you know that, on average, 75% of all college students are employed while in college! In fact, studies show that students who **work on campus 20 hours or less each week actually do better academically** than those students who work off campus or do not work at all. Other benefits of on-campus employment include:

- ❖ Working close to class locations and benefiting from flexible hours
- ❖ Making friends with co-workers and increasing engagement with campus life
- ❖ Working in a supportive environment with supervisors who take an interest in your success
- ❖ Obtaining valuable work experience and professional references for resume development
- ❖ Developing critical skills employers seek and clarifying academic and career goals

Orientation to Your Campus Work Site

Your supervisor will orient you to your position and provide information about:

• Job duties, performance expectations, dress code	• Computer, phone, office technology usage
• Key university policies and safety protocols (including the 28 work hours per week limit)	• Performance evaluation process
• Work schedule, breaks, time off procedures	• Disciplinary & grievance procedures
• Timekeep procedures and the payroll schedule	• Resignation & termination procedures

Important University Policies

The *Student Employment Handbook* and *University Policy Register* are important sources of information regarding employment and university policies and procedures. As a student employee, you must agree to the requirements and conditions of the **Student Employment Certification Statement & Acknowledgement of Receipt of the Secured Use and Confidentiality of University Records and Data**. This agreement is signed online through CampusWorks.

Unlawful Discrimination and Harassment

The university encourages an atmosphere in which the diversity of its members is recognized and appreciated, free of unlawful discrimination and harassment. Thus, all members of the university are expected to join in creating a positive atmosphere in which individuals can learn and work in an environment that is respectful and supportive of the dignity of all individuals. The university's policies regarding unlawful discrimination are found in the **Policy Register** at **5-16, 5-16.1, and 5-16.2**. The policies address in more detail the following points:

- It is a violation of university policy, and federal and state laws for anyone to engage in unlawful discrimination/harassment based on protected categories: race, color, religion, gender, sexual orientation, national origin, disability, genetic information, military status, age, identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran;
- Acts of unlawful discrimination/harassment should be reported immediately to the employee's unit or department head and/or the Office of Affirmative Action (AA) at 330-672-2038;
- It is the policy of the university to provide prompt and equitable resolution to complaints of unlawful discrimination and harassment;
- Violations of university policy may lead to disciplinary action which can include separation from the university;
- Retaliation against a person filing a complaint, or against others participating in an investigation, is strictly prohibited;
- Complaints are to be made in good faith. If the AA Office determines that a complainant willfully and/or knowingly falsely accused another of harassment, appropriate sanctions may be recommended against the complainant.

You should also note that as a university employee, in accordance with Title IX of the Education Amendments of 1972, you are required to report any sexual harassment or sexual assault of a student, employee, or visitor to campus to the university's Title IX coordinator in the AA office. More information on reporting under Title IX can be found at www.kent.edu/hr/aa/titleix.cfm.