
Student Employment

The staff of the Student Employment Office at SFCC wants to help you get an on-campus job. On-campus employment opportunities are designed to match your interests, skill set, academic major and class schedule.

Eligibility for on Campus Employment

To be eligible for employment, you must meet the following criteria:

- Apply for Financial Aid. (Complete a FAFSA.)
- Be registered for at least 6 credit hours. (Student employees who drop or withdraw below 6 credit hours are immediately ineligible for employment.) Unless it's the summertime, then there are exceptions.
- Be pursuing a degree or certificate offered by SFCC. (Student employees must have a degree officially declared.)
- Be in good academic and Financial Aid standing.
- Possess a valid social security number.
- Be at least 16 years of age.
- Be a high school graduate or earn a GED.
- Not be receiving financial aid from another educational institution.

Each semester, your eligibility must be reestablished. And each semester, it is the prerogative of your immediate supervisor to rehire you. Student employment is an opportunity that is evaluated semester-by-semester.

If you are an International Student, your eligibility requirements may be different. Please check with an international student adviser and/or the Student Employment Manager. For more information, ask for a Student Employment Handbook in the Student Employment Office.

The Basics

So, you want a job ... Whether you've received a work-study award as part of your financial aid packet, or are hoping to earn a little cash while you go to school, the Student Employment Office will get you started. Once you've met with the Student Employment Manager and registered for the program (filled out an intake form/application), you may receive referral cards for various, available positions on campus. However, student jobs are very competitive, and often, positions aren't open. Your registration to the program is not a guarantee for job placement.

It is your opportunity and responsibility to be proactive. Stay connected with the Student Employment Manager and if and when you are provided with a referral, contact that hiring supervisor and arrange for an interview. Be prepared for your initial meeting. Bring your resume, a copy of your class schedule, your referral card and your professional, personable self! Make sure you arrive on time, and make sure you take time to demonstrate your gratitude to the hiring supervisor for the chance to interview.

Work Schedule

Student employees should ensure that academic pursuits remain a top priority. No student employee should work during scheduled class time.

Student employees and their supervisors should establish a regular weekly schedule (including breaks) at the onset of employment. Departments rely on student employees to keep offices open and functioning efficiently; therefore, a student employee's reliability and professionalism are crucial. Students are expected to report to work at scheduled times, even during academically (or personally) demanding periods. *Any exceptions or alterations to a work schedule must be approved prior by the supervisor.* Student employees may work a maximum of 20 hours a week.

Pay Rate

The pay rate for student employees is **\$10.66** an hour (Fiscal Year 2014/2015). Supervisors may not recommend pay increases. No raises will be considered during the Academic Year.

Learn more. Call 505-428-1285, stop by the Student Employment Office in room 202F or check out the student employment Web page at www.sfcc.edu/employment_for_students/on_campus.

