



## STUDENT EMPLOYMENT – FREQUENTLY ASKED QUESTIONS

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### 1) What is the first step in finding an on-campus job?

Visit your Success Coach in the Campus Center for help developing a resume. Then log into the Career Connect website to upload a resume and search for open jobs. To access Career Connect, log on to My.Lakeland.edu, select the “Campus Life” tab on top, select the “Career Development” tab on the left, and in the center of the page will be the Career Connect link. Your username is generally your student ID number. If you are having trouble accessing your account, please email [career@lakeland.edu](mailto:career@lakeland.edu) or call (920) 565-1483. Once on Career Connect, you can search for on-campus jobs to read job descriptions and find supervisor contact information to apply for positions.

Lakeland College hosts an annual Job Opportunity Fair in the Wehr Center on the first Tuesday of classes. The job fair is open to students from 11:00 AM – 12:30 PM. Students can explore available job opportunities and meet supervisors. Students should bring five copies of their resume, fall academic schedule, and dress professionally.

### 2) I am not eligible for Federal Work-Study. Can I still work on-campus?

Full-time traditional undergraduate students and international graduate students can work on-campus, but priority is given to students who are awarded with Federal Work-Study.

### 3) What jobs are available on-campus?

Almost every department on-campus employs students. Most departments depend on students to help with daily operations. For example, students work in Dining Services, the Fitness Center, the Library, the Academic Resource Center, Marketing, etc.

### 4) How many hours can I work on-campus?

During the academic year, students can work a maximum of 10 hours per week in a regular job and 18 hours per week in a sporadic/low hour job. Students can hold a maximum of two positions on-campus and cannot exceed 18 hours per week combining both positions. During times when there is no school for a full week, students can work up to 29 hours per week with department approval—this occurs during winter break, spring break, and summer.

### 5) Are work hours flexible so I can hold a full class load and be involved on-campus?

Yes, supervisors are very understanding of class schedules. Some positions have early morning or evening positions available and other departments allow you to break up your hours during the day. Schedules can be determined prior to working to fit student schedules.

If you have questions about Student Employment please contact:  
Rose Provencher, Manager of Student Employment, at (920)565-1518 or [ProvencherRM@lakeland.edu](mailto:ProvencherRM@lakeland.edu)



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### 6) What is the pay rate on-campus?

During the academic year, students start at \$7.25 per hour and increase to \$7.50 per hour after their first year. During the summer, students start at \$7.25 per hour and increase \$0.25 per hour each summer they work until they reach \$8.00 per hour. A few positions offer a higher pay rate.

### 7) When do student employees get paid?

Students are paid on the 15<sup>th</sup> of every month, or the Friday before if the 15<sup>th</sup> falls on a weekend. Most students receive their first pay check on October 15<sup>th</sup> for hours worked in September. Lakeland College requires mandatory direct deposit for all employees. To setup direct deposit a voided check will be needed or a bank document with the routing and account numbers and account type.

### 8) After I've been hired on-campus what do I need to do to start working?

Once you have been hired, your supervisor will notify Student Employment. Student Employment will then contact you via Lakeland email to setup an appointment to complete paperwork. You will need to bring along documentation to complete the Form I-9—the most common are: a current passport; or a valid driver's license **or** student identification card **and** a birth certificate or social security card. Direct deposit will also be required—see question #7 for details on what to bring. Student Employment is located in the lower level of the William A. Krueger building in office LL14 and is open from 8:00 AM to 4:30 PM Monday through Friday.

### 9) Will future employers complete reference checks for my on-campus employment?

Absolutely! Many employers call each year for reference checks on Lakeland College student employees. The track record and work ethic you set while working on-campus will follow you. Successful on-campus employment will help you obtain future employment off-campus.

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