STUDENT EMPLOYMENT

Human Resources
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UNA Student Employment
What is Student Employment?

- The Federal Work Study (FWS) and University Work Study (UWS) programs are intended to provide financial assistance to students through part-time employment.

- It provides an opportunity for students to earn a monthly check for hours worked to contribute to the cost of their education and additional expenses.

- It also provides skills and development for the job market.
How to maintain eligibility for FWS and UWS?

• **Federal Work Study** is a need based program. Only students who have filed the FAFSA and have unmet need are eligible for Federal Work Study. To maintain eligibility students must:
  
  – Maintain a 2.0 GPA
  – Be enrolled at least half-time:
    6 hours during Fall and Spring
    3 hours during Summer

• **University Work Study**, all students who meet the following criteria are eligible:
  
  – Maintain a 2.0 GPA
  – Enrolled at least half-time:
    6 hours during Fall and Spring
  – Does not have to be enrolled during the summer, provided that the student has pre-registered for the upcoming Fall semester
Student Employment Facts

- Approximately 400 student employees during an academic year
- On-campus, Community Service Learning Off-Campus & Temporary Positions
- Student may work up to 20 hours a week
- Minimum Wage $7.25 and up
- FWS Offer of $2500 is not applied to the student’s bill in a lump sum
- Paid monthly for the hours worked
Type of Student Employee

Positions

Clerical/Administrative
Telecounselor – Advancement
Univ. Events—Set up & Tech Support
Patron Services—Student Rec Center
Project Based Assignments
Research & Lab Assistants
Ticket Takers & Concessions – Athletics
Tutors – Univ. Success Center
How To Apply for a Position

- Register with LionJobs
  career.una.edu

- Upload Resume and include UNA with Education Example:
  Bachelor of Science, August 2014
  University of North Alabama, Florence
  Major: Nursing

- Will be approved/denied within 24 hours

- Follow up with Employer by email or phone
When The Student Is Hired

• Complete I-9 Forms & Federal and State Tax Forms

  Must provide two of the following forms of IDs
  Driver License or Student ID
  AND
  Social Security Card or Birth Certificate, recommended.
  OR
  Passport

• Only one photo ID will be accepted and copies are not allowed
• Other items listed on the back of I-9 are acceptable
• Provide Direct Deposit - voided check or a statement from your bank that indicates the routing number and account number
Student Employment Week

April 10-16, 2016

One student will be recognized as SEOTY during the UNA Awards Gala in April with an opportunity to compete through four regional winners as National SEOTY for a $1000 award.
Top 5 things to remember:

1) Seek employment opportunities now
2) Register as a student @ career.una.edu
3) Upload a resume that includes UNA Education
4) Follow up with the department by email or phone
5) If hired, be prepared to provide original documents:
   Passport or Photo ID and 2nd form of ID & Direct Deposit information
QUESTIONS

Stephanie Smith, Student Employment Coordinator
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Facebook - UNA Student Employment

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LionJobs
Career Planning and Development
256-765-4276 or careerservices@una.edu