



ST. JOHN'S  
UNIVERSITY

*Guide to*  
**Student Employment**

*Office of Human Resources*



## Student Employment

Student employment is a significant way for students to enhance their academic experience by applying practical learning on the job in a supportive and challenging setting. St. John's University is committed to providing part-time, on-campus student employment to benefit both the departments of the University and the students they employ. In addition to receiving a competitive hourly wage, there is flexibility in the scheduling of work hours and no costs associated with commuting to the workplace. The number of available positions is limited, and applicants are not guaranteed employment.

## Requirements and Eligibility

To be eligible for employment at St. John's University, you must be in good academic standing, with a cumulative index of 2.0 or above and registered for at least 12 undergraduate credits or full-time graduate credits. Students are permitted to work at one on-campus job at a time. Exceptions to this policy are functions that require the services of students on a one-day or one-week basis (e.g., the University Phonathon or Commencement exercises). Students who are on academic probation may not be eligible to work on campus, and those who fall below a 2.0 GPA while working on campus may be terminated from employment. Students can work up to 20 hours a week when school is in session.

International students are eligible for on-campus employment but are not eligible for a federal work-study grant.

## Types of Student Employment

- **Regular Student Worker**

A student who is paid with funds that come from the employing department. These students are not eligible for a work-study grant.

- **Work-Study Student**

Work-Study is a federally-funded program awarded to full-time, matriculated students, with special emphasis on full-time students from low-income families. Continued eligibility is based on the student demonstrating satisfactory academic progress.

## What You Should Know About Your Work-Study Grant

A federal work-study grant is good for only one academic year, beginning July 1 and ending June 30 of the following year. The student and supervisor are responsible for monitoring the balance of the grant agreement regularly to ensure uninterrupted employment. If the student's federal work-study grant is depleted prior to the end of the grant year, the student's employment will cease unless the department has budgeted funds to pay for the student's continued employment.

# The Student Employment Process

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## 1 Understand Your Eligibility and Schedule

- Refer to your Financial Aid award letter for eligibility.
- If you are not eligible for a work-study grant, you may apply for a regular student worker position.
- Ensure you meet all University requirements, which include a minimum 2.0 GPA and full-time student status.
- Determine your availability to work based on your class schedule. Students may work up to 20 hours per week while school is in session.

## 2 Identify and Apply for Available Positions

To access and complete the Student Employment Application:

1. Log onto St. John's Central with your **User Name and Password**.
2. Click the secure University Information System (**UIS**) link.
3. On the Student Information System page, select **Student and Financial Aid**.
4. Scroll down to the bottom of the list and select **Student Employment Application**.
5. Click the **Job Posting** link to review all open positions.
6. You may enter up to three different job IDs and continue by answering the required questions.
7. When you have finished, click the **Accept** button at the bottom of the form.

Once you have submitted the online application, you will receive an e-mail message that your application is complete and has been forwarded to the student employment manager.

## 3 Activate Your Employment

- Once you have been offered and have accepted a position, contact the student employment manager to complete employment processing.
- Once on the job, you will submit hours worked to your supervisor by Web time entry.
- Receive biweekly payments via direct deposit or check from the St. John's payroll department.

## 4 Position Yourself for Success

To ensure you have a valuable and productive work experience, you should:

- Attend a student worker orientation.
- Read your student worker handbook.
- Communicate and meet with your supervisor regularly.
- Contact the student employment manager for any assistance you may need during your student employment.
- Register for Career Services events to support your professional development.

Information about student employment can be found on [stjohns.edu](http://stjohns.edu) under “Work at St. John’s.” Go to “Related Links” and click on “Student Employment.”

## Contacts for On-Campus Student Employment

### Student Employment Manager

Office of Human Resources  
Queens Campus  
University Center, Suite C  
Tel 718-990-2331  
Fax 718-990-5887

### Associate Director of Human Resources

Office of Human Resources  
Queens Campus  
University Center, Suite C  
Tel 718-990-2423  
Fax 718-990-5887

### Student Employment Specialist

Office of Human Resources  
Queens Campus  
University Center, Suite C  
Tel 718-990-2497  
Fax 718-990-5887

## Contact for Off-Campus Employment

### Career Services

University Center  
St. John’s University  
718-990-6375

## Campus Locations

### Queens Campus

Customer Service Center  
8000 Utopia Parkway  
Queens, NY 11439  
718-990-2000

### Staten Island Campus

300 Howard Avenue  
Staten Island, NY 10301  
718-390-4500  
Financial Aid Office 718-390-4453

### Manhattan Campus

101 Murray Street  
New York, NY 10007  
212-962-4111  
Financial Aid Office 212-962-4111

Federal Financial Aid Information is available at 1-800-4-FED-AID.

## Mission

The mission of student employment is to provide the means for students to help defray college expenses, expand the educational experience, and help prepare them for “life after college.” Professional experiences can enhance the academic learning process and give students the opportunity to serve and learn in a values-based, mission-oriented setting.

St. John’s University is an equal opportunity employer and encourages applications from women and minorities.