



Student Employment Supervisor Manual

Student Employment Information



Revised 2023

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Student Employment Supervisor Manual

The purpose of this manual is to provide Jefferson Community College Student Employment Supervisors with information regarding student employment opportunities, programs and standard procedures. Our goal is to have the employment process run smoothly and efficiently for each supervisor and student employee. This process starts with giving supervisors the help, support and resources they need, including:

- The Student Employment Supervisor Manual
- New Supervisor Orientation by request
- Guidance and support at any time with any Student Employment issue

The Student Employment Supervisor Handbook is updated as needed and stored as a PDF on the Student Employment website and in the Colleges Campus Information – Human Resource folders in the learning management platform. If you cannot find what you are looking for, please contact Student Employment Services.

Student employment can be a high impact practice for student success that is a transformational learning experience for students. Additionally, work experience in college is often considered the number one factor in finding postgraduate employment. Some students qualify for the Federal Work Study program and others work on campus as Student Aids.

The Jefferson Community College Student Employment Program is intended to:

- Provide students with financial support for doing worthwhile work.
- Meet the needs of the college and other employers to perform day-to-day operations.
- Offer students valuable learning experiences to complement college and career goals.
- Help students develop good work habits and a positive attitude toward work.
- Prepare students for life beyond college.

Role of the Supervisor

The supervisor is critical to the quality of work and learning that takes place on the job. Supervisors provide the training, guidance, and instruction that student employees need to be successful. Supervisors serve as role models for students; demonstrate good work habits, the value of doing work well, and the importance of accepting the responsibilities of employment.

Assignments

Identify and anticipate the department's needs related to student employment. Develop a strategy for finding and hiring the right student employees. Assign student employees jobs that are necessary to the department's operation. Help students to understand their roles and encourage them to become increasingly involved and to accept additional responsibility.

Onboarding and Training

Proper orientation to the job is essential and should be conducted for all new student employees. Develop a well-planned training program to ensure that student employees have the information and skills to do their jobs.

Policies and Expectations

Establish internal policies and clearly communicate expectations to ensure that each student employee understands the rules. Talk with each student in person to explain any performance issues and discuss ways the student can improve. If workplace performance does not improve, be clear of possible consequences, such as, changes to their job, decreased responsibility, reduction in hours, or even termination.

Professional Relationships

Encourage positive supervisor/employee relations with your student workers. This is intended to be an association of trust, respect, and a genuine interest in meeting mutual goals. Motivate the student to do the best job possible, inspiring high-quality work.

Connecting Students to Employment Opportunities

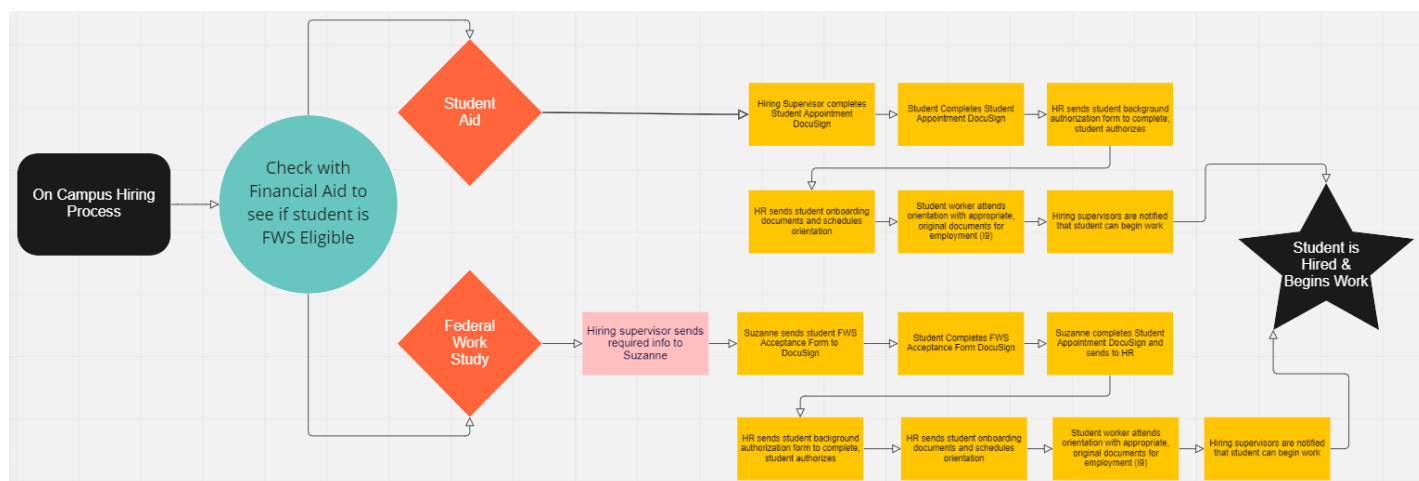
Students search for their own job; they are not assigned to specific positions. This gives each student the flexibility to find the type of position that best fits their interests, experience and class schedule each semester. It is the student's responsibility to initiate the job search, however Student Employment Services is happy to help any students with this process. Students can stop into the Collaborative Learning Center front desk to make an appointment.

Online Job listings Through Handshake

Students are encouraged to start their job search by reviewing the online job listings, which are available on Handshake through the college's website at [Student Employment Services \(sunyjefferson.edu\)](http://StudentEmploymentServices(sunyjefferson.edu)). Supervisors post their positions online to reach a broader audience of qualified applicants and provide students with equal access to jobs. Please join and post your available opportunities to [Handshake](#). Helpful tools to get started with Handshake: [Create Employer Account](#) (you do not need to do steps 7-8) and [How to Post a Job](#).

If you have FWS money and Student Aid money you should make sure to check both boxes when posting a job, *On-Campus Student Aid* and *On-Campus Work-Study*. If your department only has FWS money only check *On-Campus Work-Study* box when posting a position.

Flowchart for Hiring Student Employees



Abbreviated Checklists for Hiring a Student Employee

Federal Work Study

1. Request funds from Vice President.
2. Post position(s) in Handshake.
3. Review and interview applicants.
4. Check to see if the student is eligible for FWS if so complete FWS Hiring Process. If not, complete Student Aid Hiring Process if you have Student Worker funds other than FWS.
5. Supervisor emails Financial Services required information.
6. Financial Services sends student the *FWS Acceptance Form* to DocuSign.

7. Financial Services completes the *Student Employee Appointment/Change* DocuSign which is sent directly to HR.
8. HR sends *Background Authorization Form* to student to DocuSign.
9. Student approves *Background Authorization Form*.
10. HR sends student electronic onboarding materials and requests an in-person Orientation.
11. Student completes onboarding materials and attends an in-person Orientation with HR.
12. Orientation is completed with original I9 documentation.
13. HR notifies supervisor that student can begin work via email.
14. Supervisor notifies student that they can begin work and sets up a time to onboard student to new position.

Student Aid/Student Tutor

1. Post position in Handshake.
2. Review and interview applicants.
3. Offer position to student by sending the standardized email template.
4. Supervisor completes their portion of Student Employee Appointment/Change DocuSign clicks Finished (sent to Student)
5. Student completes their portion of Student Employee Appointment/Change DocuSign and clicks Finished (sent to HR).
6. HR sends Background Authorization Form to student to DocuSign.
7. Student approves Background Authorization form.
8. HR sends student electronic onboarding materials and requests an in-person Orientation
9. Student completes onboarding materials and sets up in-person Orientation with HR
10. HR notifies hiring supervisor that student can begin work via email.
11. Supervisor notifies student that they can begin work and sets up a time to onboard student to new position.

Detailed Checklist for Hiring Student Employee

Step 1: Request Funds

- Email your Vice President how much FWS funds you are requesting for the Academic Year by (insert date). FWS Academic year runs July 1st through June 30th.
- Email the Executive Director of Administration and Finance to see if your department has Student Aid money. Student Aid money runs from September 1st through August 31st.

Hiring Supervisors must request the amount of FWS funds from their Vice Presidents each year. Allocation is determined at the end of June and departments are notified of the amount allocated for the fiscal year. The VP must send an email to Financial Services with the amount of approved requested funds. The Federal Work Study Program operates on a fiscal year which runs from July 1st through June 30th. A copy of your FWS job description must be sent to Financial Services prior to hiring (Appendix A – Job Description template). This must be done even if you sent one the previous year.

If supervisor/department has been awarded FWS funds they should check with Financial Services first to see if student worker is eligible for FWS before hiring a student worker. To check: Email

financialservices@sunyjefferson.edu the student workers full name and J#/Student ID. If the student is eligible for Federal Work Study (FWS), review Federal Work Study Hiring Process in Step 4.

If the student is not FWS eligible and you have Student Aid funds for hiring students, review *Student Aid Hiring Process* in Step 4.

Step 2: Post Position in Handshake

- Each office will be able to search and post jobs under your department, called “divisions” in Handshake.
- [How to Post a Job](#)

Step 3: Review and Interview Applicants

Students interested in the position will apply through Handshake or reach out directly via email or phone call to supervisor. If you are seeking a student employee, please email kcorbin@sunyjefferson.edu the title of the position, how many positions are available and the department so I can include in communication to students that reach out looking for on campus employment.

Screening of Applicants

The supervisor should review the applicant’s materials and whether they meet the minimum requirements needed for the position. It is up to the Supervisor to communicate with potential candidates. We ask that supervisors notify all applicants in a timely manner regarding dispositioning or interviewing. Students want to find jobs quickly during a short period of time each semester. If your position is their first choice, they may hold out to hear from you and lose other valuable opportunities while they wait. If an applicant is not a good fit for your position, tell them as soon as possible so they can continue their job search.

Interviewing

Supervisors are not required to interview applicants for student employment positions. However, interviewing is highly recommended. If you decide to interview applicants, it should be consistently applied to all applicants for the same position to avoid the perception of unfairness in employment practices. Supervisors should develop a list of interview questions in advance. Ask questions that are job-related, behavior-based, and open-ended to get the most information from each applicant. Ask each applicant the same questions to evaluate each applicant consistently. Below is a list of possible interview questions.

Logistical Interview Questions

- How many hours per week do you want/are you available to work?
- Do you have other commitments that would affect your ability to do this job?
- Are you able to perform the essential functions of the job (with reasonable accommodations)

Open-Ended Interview Questions

- How would you/a professor/a previous employer describe you?

- What are your career plans? How do you see this position enhancing your preparation?
- How is your college experience helping you prepare for your career?
- Why are you interested in this position?
- What do you know about our office/department?
- What did you learn in your last/any previous position? • Describe the relationship that should exist between the supervisor and employee.

Behavior-Based Interview Questions

- What major problem have you encountered in the past and how did you deal with it?
- What positive qualities have you displayed in your present/previous position?
- Give me an example of a suggestion/decision you made that benefited your employer.
- Give me an example where you had difficulty communicating with someone and how you helped resolve it.

Questions you CANNOT Ask

Questions regarding the subjects below are NOT allowed to be asked during an interview because they can be considered discriminatory:

- | | |
|-------------------|-------------------------|
| • Race | • Birthplace |
| • Color | • Age |
| • Sex | • Disability |
| • Religion | • Marital/family status |
| • National origin | |

Step 4: Hiring a Student Employee (2 separate processes below)

Federal Work Study Process

Once you have emailed Financial Services the student workers full name and J#/Student ID and they have determined the student is eligible, they will email you back how much FWS eligibility the student has.

1. Hiring supervisor emails financialservices@sunyjefferson.edu , the following:
 - a. Name
 - b. J#/Student ID
 - c. Department
 - d. Allocation amount
 - e. Approximate # of hours a week student will work
2. Financial Services sends the below email to student worker:

Subject Line: Congrats You're Hired as a Student Worker at JCC!

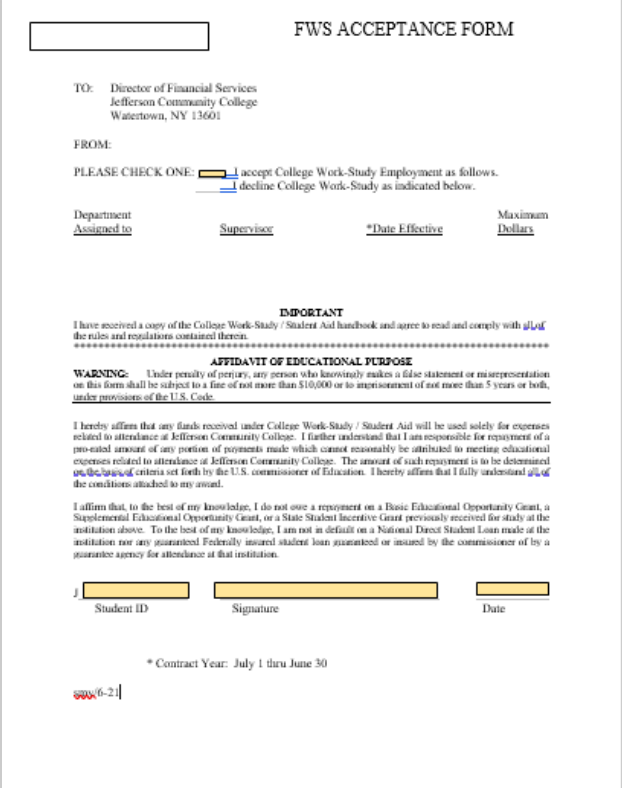
Congratulations on your new Federal Work Study position at Jefferson Community College as a Student Worker for (Insert Department)! A FWS Acceptance Form will be sent to you shortly via DocuSign which is the first step in completing the employment process. Once you have signed

your FWS Acceptance Form you will be contacted by Human Resources to complete a *Background Authorization Form*. Once that has been signed you will be sent onboarding materials to complete electronically.

You should check out [this link](#) to view the list of acceptable documents for employment now, so you will have original documentation ready for when HR sets up an In-Person Employment Orientation.

If you have questions about the hiring process, please read the [Student Worker Hiring Process](#).

3. Financial Services will send the FWS Acceptance Form to the student through DocuSign. (this form does not go to HR, it is for financial aid purposes only)
4. Students complete the highlighted areas of the *FWS Acceptance Form*.
5. Once the student clicks FINISH, the *FWS Acceptance Form* is returned to Financial Services via DocuSign.



The image shows a document titled "FWS ACCEPTANCE FORM". At the top left is a rectangular box for a stamp. Below the title, the "TO:" field is filled with "Director of Financial Services, Jefferson Community College, Watertown, NY 13601". The "FROM:" field is empty. Below this is a section "PLEASE CHECK ONE:" with two options: a checked box for "I accept College Work-Study Employment as follows." and an unchecked box for "I decline College Work-Study as indicated below.". To the right of these options are four fields: "Department Assigned to", "Supervisor", "*Date Effective", and "Maximum Dollars", all of which are empty. Below this is a section titled "IMPORTANT" in bold, followed by a paragraph of text. Underneath is a section titled "AFFIDAVIT OF EDUCATIONAL PURPOSE" in bold, followed by a "WARNING:" paragraph. Below the warning is a paragraph of text. At the bottom, there are three fields: "Student ID", "Signature", and "Date", each with a yellow rectangular box next to it. At the very bottom, there is a line of text: "* Contract Year: July 1 thru June 30" and a small red logo with the text "6-21".

FWS ACCEPTANCE FORM

TO: Director of Financial Services
Jefferson Community College
Watertown, NY 13601

FROM:

PLEASE CHECK ONE: ☒ I accept College Work-Study Employment as follows.
☐ I decline College Work-Study as indicated below.

Department Assigned to Supervisor *Date Effective Maximum Dollars

IMPORTANT
I have received a copy of the College Work-Study / Student Aid handbook and agree to read and comply with all of the rules and regulations contained therein.

AFFIDAVIT OF EDUCATIONAL PURPOSE
WARNING: Under penalty of perjury, any person who knowingly makes a false statement or misrepresentation on this form shall be subject to a fine of not more than \$10,000 or to imprisonment of not more than 5 years or both, under provisions of the U.S. Code.

I hereby affirm that any funds received under College Work-Study / Student Aid will be used solely for expenses related to attendance at Jefferson Community College. I further understand that I am responsible for repayment of a pro-rated amount of any portion of payments made which cannot reasonably be attributed to meeting educational expenses related to attendance at Jefferson Community College. The amount of such repayment is to be determined on the basis of criteria set forth by the U.S. Commissioner of Education. I hereby affirm that I fully understand all of the conditions attached to my award.

I affirm that, to the best of my knowledge, I do not owe a repayment on a Basic Educational Opportunity Grant, a Supplemental Educational Opportunity Grant, or a State Student Incentive Grant previously received for study at the institution above. To the best of my knowledge, I am not in default on a National Direct Student Loan made at the institution nor any guaranteed Federally insured student loan guaranteed or insured by the commissioner of by a guarantee agency for attendance at that institution.

Student ID Signature Date

* Contract Year: July 1 thru June 30

6-21

Please review the documents below. **FINISH** **FINISH LATER** **OTHER ACTIONS**

START

DocuSign Envelope ID: 8434D628-606D-4567-B065-41A730D9A0B8

Jefferson Community College Payroll # _____
Student Employee Appointment/Change Form

Name: _____ Date of Birth: _____ J# _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: Home _____ Work _____ Cell _____ Emergency Contact Name: _____
 Relationship to student: _____ Phone: Home _____ Work _____ Cell _____
 Division: _____ Student is: ☐ New Hire (see below*) ☐ Reappointment
 Dept: _____ ☐ Continuing with change: Circle One
 Hire Date: _____ FWS to SA - SA to FWS
 Supervisor: _____ Pay Rate: _____ Estimated Hours/Week: _____
 Budget Code: _____ Enrolled ☐ F/T ☐ P/T
☐ Student Aid* ☐ Tutor* ☐ Note Taker* ☐ FWS*

Authorization Signature: _____ Date: 6/6/2022

☐ Federal Withholding M-S # Exceptions: _____ Extra W/H _____
☐ State Withholding M-S # Exceptions: _____ Extra W/H _____
☐ Electronic W-2 Consent Form Yes No _____
☐ Employment Eligibility Verification Yes No _____ Background Check Title IX/AAO
☐ Direct Deposit Option Yes No _____ 403B Election
☐ Retirement - NYS ERS Yes No _____ Campus Map
☐ Student Worker Confidentiality Statement _____ Article 23-A
☐ Sexual Harassment Prevention Materials _____ Drug & Alcohol Policy, Smoke Free Campus
☐ Student Worker Handbook _____ Model Notice - Healthcare Exchange
☐ Payroll Schedule w/SCAR Instructions _____ Voluntary Post Employment Survey
☐ Voluntary Self-Identification of Disability _____ Incident Weather Policy

Do you have an arrest or criminal accusation currently pending against you? YES _____ NO _____ If "YES," please explain fully on the back of this form. (If a prior arrest or criminal accusation resulted in a conviction, you may need to disclose this information in response to the next question.)
 Have you ever been convicted of a criminal offense (felony or misdemeanor)? YES _____ NO _____ If "YES" please explain fully on the back of this form.

• Answering "YES" to the question may or may not preclude employment, depending on the nature of the criminal offense, its relationship to the position sought, and other factors that must be considered before employment may be lawfully denied based on a prior conviction.
 • Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based on falsification of the employment application.

Note: You should answer "NO" if:
 a. Your conviction (felony, misdemeanor, or violation) was sealed by a court. **OR**
 b. The criminal action or proceeding was terminated in your favor (for example: the action was dismissed either at the initial stage or on appeal, you received an Adjournment in Contemplation of Dismissal and the adjournment period has elapsed, you were acquitted). **OR**
 c. The proceeding on the criminal offense resulted in a youthful offender adjudication or juvenile delinquency finding which has been sealed/expunged pursuant to the Family Court Act. **OR**
 d. After completing a treatment program, your plea to a felony or a misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court, or the completion of the program resulted in a dismissal of all charges by the court.
 Questions about your status may be directed (anonymously) to the Human Resources Department.

I have received a copy of the student handbook and agree to read and comply with all rules and regulations contained therein.

Employee Signature _____ Date _____ Personnel _____
 Human Resources: _____ Banner _____ Spreadsheet _____ New Hire _____ E-mail Supervisor _____ Xhire _____ Back Ground _____ Sent
 Payroll Position: _____ Begin date: _____ End date: _____ Initial: _____ Rec
 Certification/authorization _____ Associate Vice President of Human Resources

STUDENT_EMPLOYEE_APPOINTMENT_CHANGE_FORM-2.pdf 1 of 2

6. Financial Services then completes the areas outlined in red on the *Student Employee Appointment/Change Form*, provides her signature and forwards it to Human Resources. HR will complete the rest of the hiring process from here. **Please note that for FWS ONLY, the Supervisor DOES NOT complete this form. It must be completed and sent to HR by Financial Services.**

7. HR sends the student an email to complete the *Authorization and Release for Pre-Employment Background Check* (See email below). Hiring Supervisor is copied on this email.

From: Kathy Tucker <ktucker@sunyjefferson.edu>
Sent: Monday, August 29, 2022 12:16 PM
To: Bayleigh Woodard <bwoodard0303@live.sunyjefferson.edu>
Cc: Rachael Riordan <rriordan@sunyjefferson.edu>; Katie Corbin <kcobin@sunyjefferson.edu>
Subject: Student Employee - Bayleigh Woodard

Thank you for completing your Student Employee Appointment Form!


Please click [here](#) to review Article 23A, and click the following link to electronically complete and sign the [Authorization and Release for Pre-Employment Background Check](#) via DocuSign.

You will receive Onboarding instructions once your background check is complete.

Please let me know if you have any questions! Thank you.

Kathy Tucker
 Personnel Specialist, Human Resources
 Jefferson Community College
 1220 Coffeen St.
 Watertown, NY 13601
 Ph. 315.786.2393
 Fx. 315.786.2366



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STATE UNIVERSITY OF NEW YORK
JEFFERSON
There's more here.

JEFFERSON COMMUNITY COLLEGE

Authorization and Release for Pre-Employment Background Check

In connection with my application for employment at Jefferson Community College, hereafter "employer," I hereby authorize the employer to conduct a background investigation pursuant to the Fair Credit Reporting Act and in accordance with the provisions of Article 23-A of New York State Corrections Law which may include, but not be limited to, a Social Security Number verification and Criminal Conviction verification.

I am aware that I have the right under the Fair Credit Reporting Act to request from the vendor performing the background check, the nature and scope of any report they have prepared in conjunction with the verifications conducted related to my application of employment. I authorize and request all courts and law enforcement agencies to release such information without restriction or qualification.

I hereby release Jefferson Community College, their respective officers, employees and agents, from any liability and responsibility arising from preparation of the above described background check, investigation or report, and any resulting outcome or consequences, as well as any liability and responsibility arising from obtaining, reviewing, discussing any information gathered in connection with a review of my application, and any resulting consequences.

Name (Last, First, MI)

Street Address

City, State, Zip

Date of Birth

- -

Social Security Number

Home Phone Number

☐ Yes ☐ No

Do you currently reside in New York State? If yes, for how long? (Years) (Months)

If you do not currently reside in New York State, or have resided here for less than ten years, please list your addresses, states, counties, and periods of residency for the past ten years:

Signature

Date

www.sunyjefferson.edu

From: Kathy Tucker
Sent: Thursday, May 26, 2022 3:28 PM
To: Student@email.com
Cc: Supervisor@sunyjefferson.edu
Subject: FW: Student Employment

Student Name, thank you for completing your background authorization form!

I just had a link sent to your email for you to complete your new employee paperwork. Once you have that done, we will schedule a time for you to bring in your **ORIGINAL** forms of ID for me to review for your I9 form verification. The attached document explains what is acceptable for use for ID. Again – I must review originals; not copies.

Let me know if you have any questions. Thank you!

Kathy Tucker

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity AND LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record
		6. Military dependent's ID card
		7. U.S. Coast Guard Merchant Mariner Card
		8. Native American tribal document
		9. Driver's license issued by a Canadian government authority
		10. School record or report card
		11. Clinic, doctor, or hospital record
		12. Day-care or nursery school record
		For persons under age 18 who are unable to present a document listed above:
		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		4. Native American tribal document
		5. U.S. Citizen ID Card (Form I-197)
		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form I-9 10/21/2019

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Onboarding Materials Sent to Students:

- Student Worker 403b Retirement Election Form
- NYS Student Worker Retirement Election Form
- Direct Deposit Form
- Voluntary Self-Identification of Disability Form
- Electronic Communication and Signature Consent Form
- NYS Employee Withholding Allowance Certificate
- Employee's Withholding Certificate, Form W-4
- Employment Eligibility Verification, Form I-9
- Inclement Weather Policy
- Motor Vehicle Regulations

- New Health Insurance Marketplace Coverage
- Payroll Schedule
- Web Time Entry Instructions
- Sexual Harassment Response and Prevention Policy
- Student Worker Confidentiality
- Student Worker Handbook
- U.S. Drug-Free Schools and Communities Act Amendment of 1989
- Voluntary Veteran Classification
- Voluntary Race/Ethnicity Disclosure
- Consent Form for Electronic W-2

10. Once the student has completed all onboarding materials and an in-person orientation with HR, HR notifies;
 - a. Payroll
 - b. Human Resources for Certification/Authorization
 - c. Hiring Supervisor that student can begin work
11. The supervisor then notifies student employee that they are ready to begin work and proceeds to Training/Onboarding section of the manual.

Student Aid Process (Not applicable for 22/23 Academic Year)

1. Hiring supervisor emails the student the below email template:

Subject Line: Congrats You're Hired as a Student Worker at JCC!


Congratulations on your new position at Jefferson Community College as a Student Worker for (Insert Department)! You will be contacted by Human Resources to complete a *Student Employee Appointment / Change Form* via DocuSign & *Background Authorization Form*. Once they have been completed and processed, HR will send you onboarding materials to complete electronically.

You should check out [this link](#) to view the list of acceptable documents for employment now, so you will have original documentation ready for when HR sets up an In-Person Employment Orientation.

If you have questions about the hiring process, please read [Student Worker Hiring Process](#).

Hiring Supervisor Signature

2. Hiring Supervisor completes the [Student Employee Appointment/Change form](#) via DocuSign.
3. Hiring Supervisor fills in the information in the photo on the next page and clicks the Begin Signing box.



BEGIN SIGNING

HELP

PowerForm Signer Information

Please DocuSign: Student Employee Appointment Change Form

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.
Please enter your name and email to begin the signing process.

Supervisor

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Student

Name:

Full Name

Email:

Email Address

BEGIN SIGNING

Please review the documents below.


FINISH

FINISH LATER

OTHER ACTIONS

START

DocuSign Envelope ID: 8434D628-60E0-4587-B065-41AF73DD9A98



Jefferson Community College

Student Employee Appointment/Change Form

Payroll # _____

Name: Test

Date of Birth: _____ J# _____

Address _____ City _____ State _____ Zip _____

Phone: Home _____ Work _____ Cell _____ Emergency Contact Name: _____

Relationship to student: _____ Phone: Home _____ Work _____ Cell _____

Division: _____ Student is:
☐ New Hire (see below*) ☐ Reappointment
☐ Continuing with change: Circle One
FWS to SA - SA to FWS

Dept: _____

Hire Date: _____

Supervisor: _____ Org #: _____

Pay Rate: \$13.20 Estimated Hours/Week _____

Budget Code: _____ - _____

Enrolled ☐ F/T ☐ P/T

☐ Student Aid* ☐ Tutor* ☐ Note Taker* ☐ FWS*

Authorization Signature: _____

Date: 6/6/2022

☐ Federal Withholding
☐ State Withholding
☐ Electronic W-2 Consent Form
☐ Employment Eligibility Verification
☐ Direct Deposit Option
☐ Retirement NYS ERS
☐ Student Worker Confidentiality Statement
☐ Sexual Harassment Prevention Materials
☐ Student Worker Handbook
☐ Payroll Schedule w/SOAR Instructions
☐ Voluntary Self-Identification of Disability

M - S # Exemptions: _____ Extra W/H _____

M - S # Exemptions: _____ Extra W/H _____

Yes _____ No _____

Background Check _____ Title IX/AAO _____

Yes _____ No _____ 403B Election _____

Yes _____ No _____ Campus Map _____

Article 23-A _____

Drug & Alcohol Policy, Smoke Free Campus _____

Model Notice - Healthcare Exchange _____

Voluntary Post Employment Survey _____

Incentive Weather Policy _____

Do you have an arrest or criminal accusation currently pending against you? YES _____ NO _____ If "YES," please explain fully on the back of this form. (If a prior arrest or criminal accusation resulted in a conviction, you may need to disclose this information in response to the next question.)

Have you even been convicted of a criminal offense (felony or misdemeanor)? YES _____ NO _____ If "YES" please explain fully on the back of this form.

- Answering "YES" to the question may or may not preclude employment, depending on the nature of the criminal offense, its relationship to the position sought, and other factors that must be considered before employment may be lawfully denied based on a prior conviction.
- Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based on falsification of the employment application.

Note: You should answer "NO" if:

a. Your conviction (felony, misdemeanor, or violation) was sealed by a court. **OR**

b. The criminal action or proceeding was terminated in your favor (for example: the action was dismissed either at the initial stage or on appeal; you received an Adjournment in Contemplation of Dismissal and the adjournment period has elapsed; you were acquitted). **OR**

c. The proceeding on the criminal offense resulted in a youthful offender adjudication or juvenile delinquency finding which has been sealed/expunged pursuant to the Family Court Act. **OR**

d. After completing a treatment program, your plea to a felony or a misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court, or the completion of the program resulted in a dismissal of all charges by the court.

Questions about your status may be directed (anonymously) to the Human Resources Department

I have received a copy of the student handbook and agree to read and comply with all rules and regulations contained therein.

Employee Signature _____ Date _____ Personnel _____

Human Resources: _____ Banner _____ Spreadsheet _____ New Hire _____ E-mail Supervisor _____ Hire _____ Back Ground _____ Sent _____

Payroll: Position#: _____ Begin date: _____ End date: _____ Initial: _____ Rec _____

Certification/authorization _____, Associate Vice President of Human Resources

STUDENT_EMPLOYEE_APPOINTMENT_CHANGE_FORM-2.pdf

1 of 2

4. Hiring Supervisor fills in the fields outlined in RED and clicks the FINISH button (see photo to the left).

11

5. Hiring Supervisor will receive the message to the right. The supervisor can download and save or print the document.

Save a Copy of Your Document



Your document has been signed

If you would like a copy for your records, select Download or Print and save.

DOWNLOAD

PRINT

CLOSE

6. To the right is the message that is emailed to the student worker. ***It will be sent to the email the hiring supervisor provided in Step 3.

7. Student clicks on REVIEW DOCUMENT button.
 - a. Students check the box that they agree to use electronic records and signatures and clicks CONTINUE.

****See photo on next page**

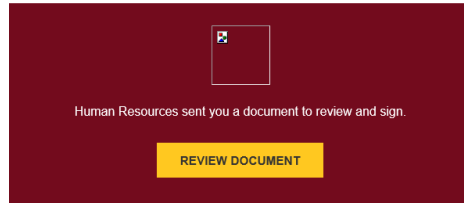
Please DocuSign: Student Employee Appointment Change Form



DocuSign NA3 System <dse_NA3@docusign.net>
To: Katie Corbin

1 If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward ...
Mon 6/6/2022 12:36 PM



Human Resources
humanresources@sunyjefferson.edu

To sign the PowerForms document, Click the link below <https://na3-app.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=745fe7f0-6c0a-45f0-a70d-b0eee431353a&env=na3&acct=cd471e0-e16b-45a6-96d2-06934cc036aa>

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Please Review & Act on These Documents



Human Resources
Jefferson Community College



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To view the Document document, click the link below.
[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).
☐ I agree to use electronic records and signatures.

Supervisor: _____ Org #: _____ FWS to SA - SA to FWS

[CONTINUE](#) [OTHER ACTIONS ▾](#)

Please review the documents below. [FINISH](#) [OTHER ACTIONS ▾](#)

DocuSign Envelope ID: 8434D828-60E0-4587-B065-41AF730D9A9B

Jefferson Community College Payroll # _____
Student Employee Appointment/Change Form

Name: Test Date of Birth: test J# test
Address: test City: test State: test Zip: test
Phone: Home test Work test Cell test Emergency Contact Name: test
Relationship to student: test Phone: Home test Work test Cell test
Division: workforce development Student is:
Dept: Student Employment & Internships ☒ New Hire (see below*) ☐ Reappointment
Hire Date: _____ Continuing with change: Circle One
Supervisor: Katie corbin Org #: test FWS to SA - SA to FWS
Pay Rate: \$13.20 Estimated Hours/Week 10
Budget Code: test - test - test Enrolled ☒ F/T ☐ P/T
____ Student Aid* ☐ Tutor* ☐ Note Taker* ☒ FWS*
Authorization Signature: Katie Corbin Date: 6/6/2022

☐ Federal Withholding M - S # Exemptions: Extra W/H _____
☐ State Withholding M - S # Exemptions: Extra W/H _____
☐ Electronic W-2 Consent Form Yes ☐ No _____
☐ Employment Eligibility Verification Background Check Title IX/AAO _____
☐ Direct Deposit Option Yes ☐ No _____ 403B Election _____
☐ Retirement NYS ERS Yes ☐ No _____ Campus Map _____
☐ Student Worker Confidentiality Statement Article 22-A _____
☐ Sexual Harassment Prevention Materials Drug & Alcohol Policy, Smoke Free Campus _____
☐ Student Worker Handbook Model Notice - Healthcare Exchange _____
☐ Payroll Schedule w/SOAR Instructions Voluntary Post Employment Survey _____
☐ Voluntary Self-Identification of Disability Incentive Weather Policy _____

Do you have an arrest or criminal accusation currently pending against you? YES ☐ NO ☒ If "YES," please explain fully on the back of this form. (If a prior arrest or criminal accusation resulted in a conviction, you may need to disclose this information in response to the next question.)
Have you even been convicted of a criminal offense (felony or misdemeanor)? YES ☐ NO ☒ If "YES," please explain fully on the back of this form.

• Answering "YES" to the question may or may not preclude employment, depending on the nature of the criminal offense, its relationship to the position sought, and other factors that must be considered before employment may be lawfully denied based on a prior conviction.
• Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based on falsification of the employment application.

Note: You should answer "NO" if:
a. Your conviction (felony, misdemeanor, or violation) was sealed by a court, OR
b. The criminal action or proceeding was terminated in your favor (for example: the action was dismissed either at the initial stage or on appeal; you received an Adjournment in Contemplation of Dismissal and the adjournment period has elapsed; you were acquitted), OR
c. The proceeding on the criminal offense resulted in a youthful offender adjudication or juvenile delinquency finding which has been sealed/expunged pursuant to the Family Court Act, OR
d. After completing a treatment program, your plea to a felony or a misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court, or the completion of the program resulted in a dismissal of all charges by the court.

Questions about your status may be directed (anonymously) to the Human Resources Department

I have received a copy of the student handbook and agree to read and comply with all rules and regulations contained therein.

6/6/2022

Employee Signature _____ Date _____ Personnel _____

Human Resources: Banner Spreadsheet New Hire E-mail Supervisor Xhire Back Ground Sent
Payroll: Position: _____ Begin date: _____ End date: _____ Initial: _____ Rec _____
Certification/authorization _____ Associate Vice President of Human Resources

STUDENT_EMPLOYEE_APPOINTMENT_CHANGE_FORM-2.pdf

1 of 2

b. Student Completes the *Student Employee Appointment/Change Form*

i. Fills in the fields outlined in RED

ii. Clicks the sign with downward arrow, enter Full Name and Initials and click on ADOPT AND SIGN to electronically sign

iii. Then answers the two questions regarding criminal background

iv. Clicks on the FINISH button at top or bottom of page

v. Download and Save or Print the document

vi. Student will receive a message at the top that says *Your document is now complete*. Click on the yellow CLOSE button to finish

8. Once the student clicks FINISH, the *Student Employee Appointment/Change Form* is sent to Human Resources.

Your document is now complete. [CLOSE](#) [OTHER ACTIONS ▾](#)

DocuSign Envelope ID: 8434D828-60E0-4587-B065-41AF730D9A9B

Jefferson Community College Payroll # _____
Student Employee Appointment/Change Form

Name: Test Date of Birth: test J# test
Address: test City: test State: test Zip: test
Phone: Home test Work test Cell test Emergency Contact Name: test
Relationship to student: test Phone: Home test Work test Cell test
Division: workforce development Student is:
Dept: Student Employment & Internships ☒ New Hire (see below*) ☐ Reappointment
Hire Date: _____ Continuing with change: Circle One
Supervisor: Katie corbin Org #: test FWS to SA - SA to FWS
Pay Rate: \$13.20 Estimated Hours/Week 10
Budget Code: test - test - test Enrolled ☒ F/T ☐ P/T
____ Student Aid* ☐ Tutor* ☐ Note Taker* ☒ FWS*
Authorization Signature: Katie Corbin Date: 6/6/2022

9. Human Resources (HR) then sends students the *Authorization and Release for Pre-Employment Background Check* for student to complete. (See email below)
- a. Hiring supervisor is copied on this email

From: Kathy Tucker <ktucker@sunyjefferson.edu>
Sent: Monday, August 29, 2022 12:16 PM
To: Bayleigh Woodard <bwoodard0303@live.sunyjefferson.edu>
Cc: Rachael Riordan <rriordan@sunyjefferson.edu>; Katie Corbin <kcorbin@sunyjefferson.edu>
Subject: Student Employee - Bayleigh Woodard

Thank you for completing your Student Employee Appointment Form!


Please click [here](#) to review Article 23A, and click the following link to electronically complete and sign the [Authorization and Release for Pre-Employment Background Check](#) via DocuSign.

You will receive Onboarding instructions once your background check is complete.

Please let me know if you have any questions! Thank you.

Kathy Tucker
Personnel Specialist, Human Resources
Jefferson Community College
1220 Coffeen St.
Watertown, NY 13601
Ph. 315.786.2393
Fx. 315.786.2366



		JEFFERSON COMMUNITY COLLEGE
		<i>Authorization and Release for Pre-Employment Background Check</i>

I am aware that I have the right under the Fair Credit Reporting Act to request from the vendor performing the background check, the nature and scope of any report they have prepared in conjunction with the verifications conducted related to my application of employment. I authorize and request all courts and law enforcement agencies to release such information without restriction or qualification.

I hereby release Jefferson Community College, their respective officers, employees and agents, from any liability and responsibility arising from preparation of the above described background check, investigation or report, and any resulting outcome or consequences, as well as any liability and responsibility arising from obtaining, reviewing, discussing any information gathered in connection with a review of my application, and any resulting consequences.

<input type="text"/>	<input type="text"/>
Name (Last, First, MI)	Date of Birth
<input type="text"/>	<input type="text"/>
Street Address	Social Security Number
<input type="text"/>	<input type="text"/>
City, State, Zip	Home Phone Number
<input type="text"/>	<input type="text"/>

☐ Yes ☐ No
Do you currently reside in New York State? If yes, for how long? (Years) (Months)

If you do not currently reside in New York State, or have resided here for less than ten years, please list your addresses, states, counties, and periods of residency for the past ten years:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>
Signature	Date

www.sunyjefferson.edu

12. Once the background authorization has been completed and submitted back to HR. HR must wait for background check to process (1-2 days). HR will send a link to student to complete electronic onboarding documentation and sets up and in person orientation to review **original**

From: Kathy Tucker
Sent: Thursday, May 26, 2022 3:28 PM
To: student@email.com
Cc: supervisor@sunnyjefferson.edu
Subject: FW: Student Employment

Student Name, thank you for completing your background authorization form!

I just had a link sent to your email for you to complete your new employee paperwork. Once you have that done, we will schedule a time for you to bring in your **ORIGINAL** forms of ID for me to review for your I9 form verification. The attached document explains what is acceptable for use for ID. Again – I must review originals; not copies.

Let me know if you have any questions. Thank you!

Kathy Tucker

forms of documentation as deemed acceptable for I9 from. The Hiring Supervisor is copied on this email as well. (See email and List of Acceptable Documents, p. 10)

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Onboarding Materials Sent to Student:

- Student Worker 403b Retirement Election Form
- NYS Student Worker Retirement Election Form
- Direct Deposit Form
- Voluntary Self-Identification of Disability Form
- Electronic Communication and Signature Consent Form
- NYS Employee Withholding Allowance Certificate
- Employee's Withholding Certificate, Form W-4
- Employment Eligibility Verification, Form I-9
- Inclement Weather Policy
- Motor Vehicle Regulations
- New Health Insurance Marketplace Coverage

Form I-9 10/21/2019

Page 3 of 3

- Payroll Schedule
- Web Time Entry Instructions
- Sexual Harassment Response and Prevention Policy
- Student Worker Confidentiality
- Student Worker Handbook
- U.S. Drug-Free Schools and Communities Act Amendment of 1989
- Voluntary Veteran Classification
- Voluntary Race/Ethnicity Disclosure
- Consent Form for Electronic W-2

10. Once the student had completed all onboarding materials and an in-person orientation with HR, HR notifies:
 - a. Payroll
 - b. Human Resources for Certification/Authorization
 - c. Hiring supervisor that student can begin work
11. The supervisor should notify student employee that they are ready to begin work and proceed to Training/Onboarding section of the manual.

FAQ's for Hiring a Student Employee

How long does the hiring process take once I've submitted the Student Employee Appointment Change Form in the Student Aid Hiring Process or once I've submitted necessary information to Financial Services in the FWS Hiring Process?

- Approximately 5-7 business days. There are times when the process can be delayed. Such as, if student does not have original I9 employment documentation readily available. It is best to let them know they will need these documents as early as you can in the process and is in the initial "You're Hired" email.

How many hours a week can a student work?

- 15 a week in the fall and spring semesters. Up to 29 in the winter and summer terms if they are not taking classes.

Training/Onboarding

Attendance

Supervisors should establish acceptable standards regarding attendance according to the needs of their department and the job responsibilities of each student employee. Students are expected to adhere to the work schedule as assigned and keep supervisors advised in advance of their intention to work (or not) during each semester or break. If it is necessary to be absent from work, the student should notify the supervisor as soon as possible and prior to the beginning of the work shift. Supervisors should clearly communicate under what circumstances absences or tardiness are acceptable and what expectations their student employees must meet before risking reassignment or termination.

Schedules

Supervisors arrange work schedules that address their department's needs while attempting to accommodate each student employee's class and exam schedule wherever possible. Supervisors can expect each student employee to commit to the work schedule agreed upon, and to explain in advance any changes that will affect their availability. It is the Supervisor's responsibility to ensure students are taking the appropriate breaks. It is New York State law to give a 30 minute break for each 6 hours of continuous work.

Specific Job Responsibilities

The supervisor should develop a comprehensive training program for all student employees.

Payroll Schedule

**JEFFERSON COMMUNITY COLLEGE
PAYROLL DATES
2023-2024**

PAYROLL PERIOD	PAY/CHECK DATES	BW#	# of Payrolls
8/27/23-9/9/2023	9/14/2023	19	1
9/10/2023-9/23/2023	9/28/2023	20	2
9/24/2023-10/7/2023	10/12/2023	21	3
10/8/2023-10/21/2023	10/26/2023	22	4
10/22/2023-11/4/2023	11/9/2023	23	5
11/5/2023-11/18/2023	11/22/2023*	24	6
11/19/2023-12/2/2023	12/7/2023	25	7
12/3/2023-12/16/2023	12/21/2023	26	8
12/17/2023-12/30/2023	1/4/2024	1	9
12/31/23-1/13/2024	1/18/2024	2	10
1/14/2024-1/27/2024	2/1/2024	3	11
1/28/2024-2/10/2024	2/15/2024	4	12
2/11/2024-2/24/2024	2/29/2024	5	13
2/25/2024-3/9/2024	3/14/2024	6	14
3/10/2024-3/23/2024	3/28/2024	7	15
3/24/2024-4/6/2024	4/11/2024	8	16
4/7/24-4/20/2024	4/25/2024	9	17
4/21/2024-5/4/2024	5/9/2024	10	18
5/5/2024-5/18/2024	5/23/2024	11	19
5/19/2024-6/1/2024	6/6/2024	12	20
6/2/2024-6/15/2024	6/20/2024	13	21
6/16/2024-6/29/2024	7/3/2024*	14	22
6/30/2024-7/13/2024	7/18/2024	15	23
7/14/2024-7/27/2024	8/1/2024	16	24
7/28/2024-8/10/2024	8/15/2024	17	25
8/11/2024-8/24/2024	8/29/2024	18	26

* = Wednesday payday due to Holiday

Yellow= 3 pay month

Time Sheets

All students working at Jefferson Community College are paid minimum wage and must record all hours worked online on their timesheet in SOAR. They will receive a paycheck twice per month for the hours they have submitted and approved.

Web Time Entry Instructions for Approvers

1. Login to SOAR
2. Click on *Employee Tab*
3. Click on *Time Sheet* link
4. The Approve or Acknowledge Time circle should be checked
5. Click Select box, highlight the Department & Description you wish to approve, make sure the pay period is correct (you can use the drop down to change), click Select box again
6. Click on the Student Employee you wish to view hours, and review for accuracy
 - a. If correct, click the Acknowledge or Approve button in the tool bar
 - b. If revisions are needed, click *Return for Correction* button
 - i. Be sure to notify student if you returned for correction because you will need to review and approve before noon
7. If you have questions, please call Ellen Matthews, 315.786.2475

For students receiving Federal Work Study a bi-weekly email will be sent to you and student worker from Financial Services indicating how much funds have been allocated, funds spend and the remaining balance. Sample is below.

Work Study Warning



financialservices@sunnyjefferson.edu
To: ◯ Jeremiah Smith; ● Katie Corbin



Fri 5/13/2022 7:21 AM

Dear Jeremiah:

This email is being sent each Friday after payroll to notify you of how much work-study funding is still available to you in the **2122** financial aid year.

You were awarded **\$1640** in work study funding in the **New Student Services**, have earned **\$432.3** as of **May 7th**, and are eligible to earn up to **\$1207.7** more. That is, you can work approximately **91.49** more hours at your current pay rate before you run out of funds. Any time worked after **May 7th** has not been deducted. Please note that you may not work more hours than you are allocated.

Your supervisor is also receiving a copy of this email. Please work with her or him if you believe this information is incorrect and/or to determine what your employment status will be once you have earned your entire work study award.

Please note that this is a courtesy notice only and the official determination of your remaining award will be made by Financial Services staff in conjunction with your supervisor.

Your JCC ID number is J00172385. Please have this handy if you call.

Thank you,

Financial Services
Jefferson Community College
(315) 786-2355

-- Please do not reply to this email --

Supervisors are responsible for monitoring the FWS funds of their student workers so they are maximizing their full earning potential and receiving valuable work experience. If they are not working the agreed upon hours then you may want to reduce the students allocation by emailing Financial Services and hire another student worker.

Supervisors will also receive an email from Financial Services each Friday after payroll to notify supervisor of how much work-study funding is still available for that fiscal year.

Remaining Work-Study Allocation



financialservices@sunyjefferson.edu
To: Katie Corbin

Reply Reply All Forward

Fri 7/8/2022 7:33 AM

Dear Katie:

This email is being sent each Friday after payroll to notify you of how much work-study funding is still available to you in the **2122** financial aid year.

Your initial allocation was **\$6000**, of which **\$1500** has been awarded to your student worker(s). Your student worker(s) have currently been paid a total of **\$432.3** as of **JUL-02-2022**, for all students assigned to **New Student Services**. Your remaining funds available are **\$5567.7**.

Please note that hours worked but not submitted this past pay period are not reflected in your balance.

If you have questions about the amount of funding still available from work-study, please contact Suzanne Fleming.

Thank you,

Financial Services
Jefferson Community College
(315) 786-2351

-- Please do not reply to this email --

Supervisors are responsible for allocating, monitoring and spending all the FWS funds they receive. If you notice that you are not expending all the funds, please hire another student worker for additional hours of support in the office or contact your Vice President to transfer funds to another department.

Contact Information

Human Resources - Student Employee Orientation

Kathy Tucker ktucker@sunyjefferson.edu 315.786.2393

Resource for:

- Asking where a student is in the hiring process
- Referral regarding onboarding documents

Federal Work Study

Financial Services financialservices@sunyjefferson.edu 315.786.2437

Resource for:

- Checking a student's eligibility for FWS
- Determining how much FWS funds you have remaining (total and per student)
- Allocating funds to hired students

Career Services

Michele Gefell mgefell@sunyjefferson.edu 315.786.2269

Resource for:

- Students seeking career exploration
- Students seeking a job shadow
- Resume critiquing
- Cover letter development

Appendix

On Campus Student Worker Job Descriptions

Administration & Finance Student Worker

Location/Office: Administration & Finance Office

Job Description:

The student worker in the Administration & Finance office performs routine clerical duties including, but not limited to, answering the telephone and taking messages, filing, scanning and indexing documents, designing and entering data into spreadsheets and databases, preparing form letters and labels using mail merge functions.

Skills:

Good communication and time-management skills, understanding of confidentiality, proficiency in grammar and spelling, basic mathematics, and experience with Microsoft Office Suite or similar software.

Athletic Department Student Worker

Location/Office: Athletic Department & Fitness Center

Jefferson Community College students wishing to work in the work-study program for the Athletics Department perform many daily and weekly tasks. There are three distinct work areas in the Athletics Department work load including field/gym maintenance, game management, and fitness center staffing.

Job Descriptions:

1. **Field/Gym Maintenance:** Students will work with the Athletic Department preparing athletic grounds and equipment for use. This will include maintenance painting athletic fields for practice and games, painting archery grids for class, and cross country marks along the running trails. Students will also help with field care on the baseball, softball, soccer, and lacrosse fields.
2. **Game Management:** Students will work with the Athletic Department and Recreation Assistants running Jefferson athletic events. Events include soccer, lacrosse, basketball, and baseball games. Work will involve video recording, clock management, audio control, concession management, crowd management, set-up, and take-down.
3. **Fitness Center Staff:** Students will work with Athletic Department and Recreation Assistants with the daily activities involving Health and Wellness. Students will be provided with a free CPR & AED course to be certified to work under New York State regulation. Daily work in the Fitness Center will include cleaning, orientation of new members, filing memberships, and controlling membership login.

Desired Skills:

Ability to work with diverse populations
Ability to work in a team
Ability to work independently
Self-Motivation
Flexibility
Understanding of leadership and organization structures
Strong communication skills
Works well with Faculty, Staff, Students and Coaches
Show mature and professional manners
Ability to lift heavy objects and perform work requiring physical effort
Ability to understand and follow simple oral and written directions
Ability to get along with others
Willingness to be exposed to dust, dirt, grease and grime
Dependability, honesty, positive work ethic
Current Student at JCC

The work-study program in the Athletics Department is a great opportunity for students that would like to get involved with college athletics, health & wellness, and sport management.

Campus Activities Board (CAB) Member

Location/Office: Student Activities & Inclusion

Job Description:

As a member of the Campus Activities Board (CAB), students will help to plan, coordinate, and implement on-campus activities and programs. CAB duties include creating flyers, posting flyers, creating social media content, and event management. Students may also be assigned to providing clerical and front desk support in the Student Activities Office which includes but not limited to answering phones, responding to emails, filing, running errands on campus, entering data into spreadsheets, assisting walk-ins at front desk, and conducting monetary transactions.

Qualifications:

Good communication, time-management, customer service, basic mathematics, good phone etiquette, and experience with Microsoft applications. Must maintain good academic standing.

Approximate Number of Hours Per Week: 5-15 hours (multiple positions)

Campus Safety and Security Student Worker

Location/Office: Campus Safety and Security, CLC

Job Description

Looking for students in good academic standing to assist the department of Safety and Security with non-threatening tasks during high volume times. Ex. Start-up weeks, orientation, training days – etc.

- Parking lot and traffic flow attendees
- Parking tickets
- Routine patrols on campus to assist with door openings, student assistance
- Safe walks (non-emergency)
- Other duties as assigned by Director of Safety or designee

Career Services Student Worker

Location/Office: Career Services

Job Description:

The Career Services Student Worker performs many routine tasks including, but not limited to, posting employment openings and special programming and events to the Career Services social media, filing and scanning documents, keeping presentation materials stocked, and assisting set-up with Career Planning and Job Placement events.

Desired Skills:

- Proficiency with Microsoft Office Products
- Time Management
- Proficiency in oral and written communication
- Familiarity with office technology; computer, scanner, printer, etc.
- Knowledge of social media platforms

Child Care Aide

Location/Office: Campus Care

Duties include, but are not limited to, helping the teachers prepare their classrooms for lessons, preparing and serving snacks, helping to keep the rooms clean, helping the children get ready to go outside, and going outside to help supervise the playground. This position will include playing and interacting with the children.

Must be receptive and patient with pre-school children.

Hours will be scheduled around your class times.

Facilities Student Worker

Location/Office: Facilities Office

Description:

This routine and repetitive physical work involves the performance of building cleaning and maintenance tasks. The work is performed under the supervision of an immediate supervisor. The incumbent does related work as required.

Examples of Work:

General cleaning of: floors, walkways, stairs, windows, doors, walls, and bath fixtures

Custodial work: sweep, vacuum, mop, polish and/or wash

Collect and dispose of trash, recyclables, and empty waste bins

Move and/or load/unload deliveries, furniture, supplies and equipment

Setup furnishings and equipment for events

Dust and/or polish furniture and fixtures

Performs other custodial tasks as needed

Assist with painting and finish work

Assist tradesmen in various maintenance work tasks

Grounds work: general cleanup, mowing, trimming and weeding

Desired Skills:

Valid NYS Drivers License

Working knowledge of common cleaning methods, materials and equipment

Working knowledge of routine maintenance tasks

Ability to operate utility vehicles

Familiarity with the use of cleaners and maintenance equipment

Ability to understand and follow simple oral and written directions

Ability to lift heavy objects and perform work requiring physical effort

Ability to get along well with others

Willingness to perform routine cleaning and other physical tasks

Willingness to be exposed to dust, dirt, grease and grime

Dependability, honesty, positive work ethic

Front Desk Office Assistant

Location/Office: Student Success Services

Duties include scheduling appointments for Student Success Services professional staff, general office duties to include filing, folding letters and stuffing envelopes for mailing, answering the phone, copying, running errands on campus, assisting students/customers at the front desk,

assisting with events, and other tasks as assigned. See Front Desk Staff in the Collaborative Learning Center (15-101) for a full job description.

Qualifications:

Experience in customer service, answering phone and reception, Microsoft Word, Excel, PowerPoint, office machines a plus. Please list on resume computer programs skilled in.

Desired Skills:

- Excellent oral and written communication skills
- Ability to work with diverse populations
- Ability to work in a team
- Ability to work independently
- Self-motivation
- Understanding of leadership and organization structures
- Community spirit
- Flexibility

Front Desk Worker

Supervisor: Jacquelyn Thurman

Location/Office: East Residence Hall

Be the first point of contact for students, faculty, staff and community members of the Residence Hall.

Qualifications:

Experience in customer service, answering phone and reception, Microsoft Word, Excel, PowerPoint, office machines a plus. Please list on resume computer programs skilled in.

Desired Skills:

- Excellent oral and written communication skills
- Ability to work with diverse populations
- Ability to work in a team
- Ability to work independently
- Self-motivation
- Understanding of leadership and organization structures
- Community spirit
- Flexibility

Library Student Worker

Location/Office: JCC Library

Perform library circulation functions and aid library patrons, using computers, library software, and online catalogs. Re shelf books, media and other items in their proper collections and order, using Library of Congress call numbers. Use and instruct patrons in the use of the computers,

printers and book scanner. Filling printer trays with paper. Provide basic instruction to patrons in how to use the online book catalog and locating items on the shelves. Assist patrons with various questions and directing them to the proper staff, librarians or tutors as necessary. Answer telephones, take messages and direct calls in a courteous, professional manner. Cleaning tasks such as dusting and cleaning tables, shelves and other objects with dust cloths, cleaning sprays or wipes. Physical tasks include but are not limited to: walking, lifting, carrying books, climbing and descending stairs and pushing carts of books. Various other library-related tasks that may arise during daily operations

Desired Skills:

Dependable Team Player
Attention to Detail
Computer
Highly Reliable
Punctual
Confidentiality
Professionalism
Clerical Skills
Customer Service
Mature and Professional manners

Office Aide

Location/Office: The WorkPlace, 1000 Coffeen Street, Watertown, NY 13601

General Duties:

- Assist customers in the Resource Room with resumes, online job applications, basic computer skills, and general workforce-related questions.
- Monitor customer computer usage in the Resource Room.
- Assist with packet collation for various programs.
- Telephone customers to remind them of workshops or to ascertain information needed by staff.
- Create forms, documents, and spreadsheets.
- Perform copying, faxing, filing and typing duties.
- Front desk coverage for receptionist during breaks and time off. Front desk duties include answering telephones, answering questions and checking in customers.
- Assist with special projects as needed such as: assisting with research, representing the agency at functions such as job fairs, and performing mailings.

Qualifications:

- Customer service skills
- Basic computer skills
- Business casual attire

- Eligible to participate in the Federal Work Study Program
- Current student at JCC

Office Assistant for Alumni Relations

Location/Office: JCC Foundation

General Duties: Clerical support to include general office assistance such as:

- Type, file, label, copy, and collate
- Data entry and management
- Work with Excel spreadsheets, Word documents, and other desktop publishing programs
- Work with campus BANNER program
- Review and record inventory
- Prepare mailings
- Run campus errands
- Answer phones, provide accurate information to constituents
- Update information on social media and web sites
- Assist with planning, implementing, and promoting events
- Work with confidential information
- Provide assistance during events
- Other duties as assigned

Qualifications:

- Be reliable and punctual, and pay strong attention to details
- Dress appropriately for the administrative office environment
- Use discretion and judgment when reviewing confidential information and maintain the confidential nature of information viewed
- Eligible to participate in the Federal Work Study Program
- Current student at JCC

Desired Skills:

Attention to Detail

Reliable

Organized and resourceful

Peer Advisor Leader (PAL)

Location/Office: Student Activities & Inclusion

Job Description:

A Peer Advisor and Leader (PAL) serves as a mentor to first year students. PAL helps new students to adjust to the college environment by sharing helpful information and campus resources. PAL members work with faculty and staff across campus to help with onboarding

services. PAL duties include assisting with workshops, leading outreach campaigns, providing campus tours, and creating activities to engage students.

Qualifications:

Good communication, time-management, customer service, good phone etiquette, interpersonal skills and experience with Microsoft applications. Must maintain good academic standing.

Approximate Number of Hours Per Week: 5-15 hours (multiple positions)

Resident Assistant (RA)

Location/Office: East Residence Halls

The Resident Assistant (RA) represents Residence Life as a key staff member in its operations. As a full-time undergraduate student, the RA works under the direct supervision of the Director of Residence Life & Housing and Resident Director. Together, these staff members work with students to create and maintain an atmosphere that fosters a community conducive for academic success, meaningful fun and educational programming opportunities as well as valuable personal growth experiences. The RA has many diverse responsibilities and must be able to balance several multidimensional roles including active planner, helper, advisor, resource person, administrator, and role model.

Res Life Responsibilities:

- Communicate and enforce College policies and Residence Life regulations to students.
- Document violations of College police and Residence Life regulations.
- Report emergencies and life-threatening situations to appropriate College personnel.
- Report conflicts, incidents, and Title IX incidents violations to appropriate College personnel.
- Be accessible to students and their concerns through regular staff/student contact, acting as a referral agent when appropriate.
- Serve as a resource and role model to students.
- Develop and present programs to students as required by Resident Director and Residence Life.
- Conduct building/floor meetings as needed with the approval of your Resident Director.
- Mediate student conflicts and arrange roommate living agreements when necessary.
- Assist with distribution of information to students.

Science Stockroom/Lab Support Student Worker

Location/Office: Science Lab 2-111

Job Overview:

Students will assist in aspects of lab preparation and teardown. Assist in cleaning, maintenance and calibration of laboratory glassware and equipment. Students will also aid in the preparation

of solutions and laboratory reagents; assist in the preparation of experiment media and assist staff & faculty members in setting up classroom demonstrations. Position often requires repetitive tasks such as washing dishes, cleaning models, filling tubes and organizing/inventorying microscope slides. Lab/Stockroom work environment is fast paced with many interruptions from faculty, staff and students. Generally, 1 or 2 positions are available per year. Hours per week dependent upon budgetary approval, generally 8 to 10 hours per week.

Qualifications:

Applicant should be dependable, hardworking and maintain attention to detail. Position requires customer service mindset. Student should be reliable, friendly and able to make independent decisions (& follow directions with minimal supervision). Students that have taken coursework in chemistry, general biology and/or microbiology are preferred. Students with a career goal in science or allied health are encouraged to apply. Additional skills include knowledge of pertinent laboratory terminology, procedures, and equipment. Experience/working knowledge of basic principles of chemistry and biology.

Social Media Coordinator

Location/Office: JCC Marketing & Public Relations

This is a marketing and communications position for a student who has a specific interest in social media marketing and communications, public relations, writing and/or photography.

General Duties:

- Creating content for College social media accounts
- Pictures of students, events, etc.
- Post JCC content on Facebook
- Attend and take photos at campus events
- Proofread College publications & website documents / provide Student Perspective
- Possible news magazine article writing (Student Perspective)

Qualifications:

- Interest in social media and advertising
- Comfortable writing and taking photos for social media
- Must be outgoing and willing to talk with peers
- Proficient in Microsoft Word & Excel
- Interest in marketing/advertising/public relations helpful!
- Work Study Eligible

Desired Skills:

Social Networking
Social Media
Marketing

Student Ambassadors

Location/Office: Enrollment Services

A Student Ambassador is a current student at JCC who would like to share their positive experiences at JCC with prospective students and applicants. This program can enable Ambassadors to meet new people and develop leadership and communication skills. Also, this program can allow them to improve their resume, work on exciting projects, and earn money while meeting new challenges. While enhancing their own experience at JCC, Ambassadors can help prospective students and applicants make important college decisions.

Duties: Assist admissions with all recruitment events including giving campus tours and student perspectives. Reach out to prospective students and applicants via telephone, email and social media. Place follow-up phone calls and send personalized postcards/emails to any students who have expressed interest or visited Jefferson. Attend all scheduled weekly meetings. Work in Enrollment Services office and provide assistance for all student-centered services, including financial aid, student records, advising, and admissions.

Workforce Development Student Leader

Location/Office: Workforce Development Office in Building E

The student leader within Workforce Development is a source of support and information for students seeking experiential learning opportunities, on campus employment, and continuing education opportunities. The WD Student Leader will share their positive experience as a student worker with their peers and sit on panels as a testimonial to the Student Employment & Internship Program. They play a major role in facilitating job fairs, student employment fairs and military recruiting tabling efforts. They share accurate information about academic, personal and social resources and assist students in understanding their own responsibility for success. The WD Student Leader will work closely with faculty, professional and student staff around campus to provide stellar services. This position enables the student leader to meet new people and develop leadership, communication and diversity skills. It also allows them to improve their resume, work on exciting projects and earn money while meeting new challenges.

Desired Skills:

- Effectively communicate with faculty, staff, students, and community members
- Knowledge of MS Office to include Word, Excel, and PowerPoint.
- Excellent oral and written communication skills.
- Ability to work with diverse populations.
- Ability to work in a team.
- Ability to work independently.
- Self-motivated.

- Understanding of leadership and organization structures.
- Community spirit.
- Ability to be flexible.
- Following office etiquette including maintaining work hours and interacting appropriately and professionally within an office setting.
- Ability to handle multiple responsibilities.