

# Student Worker Hiring Process



Student Worker Hiring Process  
Jefferson Community College

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## Student Employment Program

Jefferson Community College's student worker program includes Student Aid and Federal Work Study. The difference between the two programs is the source of the funds: Federal Work Study Program funds are provided by the federal government, and Student Aid funds are provided by the college budget. Guidelines differ between the two programs.

The overall student employment program's primary goal is to provide financial assistance to students to pay their college expenses. The secondary goal is to provide the student a meaningful job experience, and thirdly to assist in the operation of our campus.

### Eligibility Requirements for Federal Work Study Program

- U.S. citizen or in the U.S. for other than a temporary purpose with the intention of becoming a permanent resident.
- Matriculated and currently enrolled.
- Enrolled for a minimum of 6 credit hours.
- Display financial need as determined by the Financial Services Office.
- Apply for Federal aid by completing the "Free Application for Federal Student Aid" (FAFSA).

### Eligibility for Student Aid Program

- U.S. citizen or possess the proper USCIS work authorization (i.e. permanent resident, F-1 student eligible for on campus employment etc.)
- Matriculated and currently enrolled.

## Benefits of Working While in College

### General Benefits:

- Earn extra money
- Network opportunities
- Gain professional experience and confidence
- Develop employable skills and building a strong resume
- Learn money management
- Improve your grades

### On Campus Benefits:

- Build connections with peers
- Form mentorships with faculty & staff; gain references and professionals who can write you recommendation letters during your job search
- Enjoy a flexible schedule; ability to work around classes
- Convenient location; especially if living on campus

## Work On Campus - Abbreviated Hiring Process

1. Determine if you are FWS Eligible by emailing Financial Services, [financialservices@sunyjefferson.edu](mailto:financialservices@sunyjefferson.edu).
2. Create a [Handshake](#) account, create profile and search for available positions.
3. Apply for positions of interest.
4. If offered the opportunity, from Hiring Supervisor, attend an interview.
5. If notified that you have been hired, look for emails to electronically complete via DocuSign and Hirezon.
6. Complete an in-person Orientation with Human Resources to show documentation from the form on p. 3. **(These documents must be ORIGINALS, cannot be scanned or printed copies)**

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

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

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

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
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole 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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>		<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security               <p>For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p>The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document.</p> </li> </ol>
<p style="text-align: center;"><b>Acceptable Receipts</b></p> <p style="text-align: center;">May be presented in lieu of a document listed above for a temporary period.</p> <p style="text-align: center;">For receipt validity dates, see the M-274.</p>			
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

## Work On Campus-Detailed Hiring Process

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 office E-107 in the Extended Learning Center or complete the [Student Employment Interest Form](#) if they have questions.

### Online Job Listings Through Handshake

Students are encouraged to start their job search by reviewing the online job listings, which are available through [Handshake](#) through the college's website. Positions are posted online to help supervisors reach a broader audience of qualified applicants and provide students with equal access to jobs. The major hiring period is at the beginning of the fall semester. Some students also change or begin jobs at the start of the spring semester and summer term.

### Interview

You may then be contacted by a hiring supervisor to participate in an interview.

Click on the follow link to review Interviewing Techniques [Interviewing \(sunyjefferson.edu\)](http://sunyjefferson.edu)

### Hiring Process

FWS Hiring Process

(If you are not FWS eligible, please go to p. 11 and review the Student Aid/Student Tutor Hiring Process)

1. Once hired, you will first receive an email from Financial Services that reads:

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

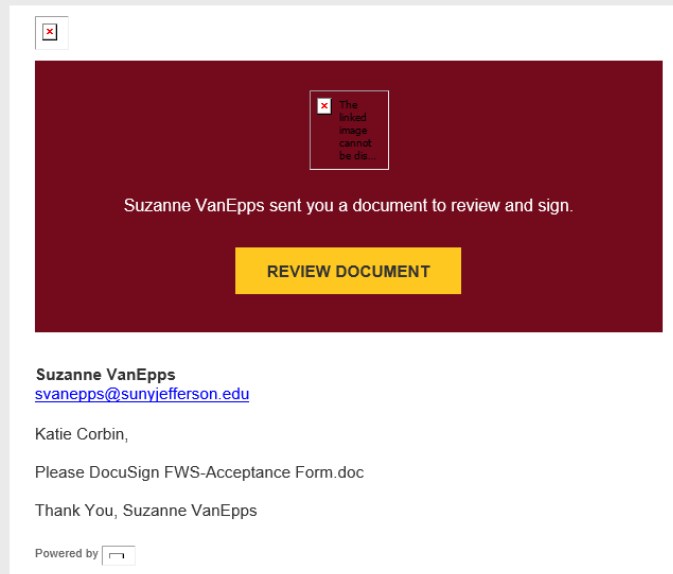
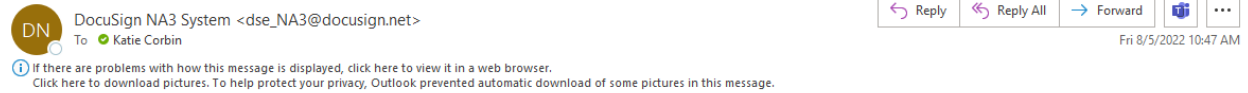
Congratulations on your new Federal Work Study position at Jefferson Community College as a Student Worker for (Insert Department)! A *FWS Acceptance Form* will be sent to you shortly via DocuSign which is the first step in completing the employment process. Once you have signed your FWS Acceptance Form 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 on page 2, 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 attached *Student Worker Hiring Process*.

2. Next, you will receive the email below to accept your Federal Work Study (FWS) Position. **Note if you are not eligible for FWS then you are hired as a Student Aid or Student Tutor and will not have to complete this step.**

Please DocuSign: FWS-Acceptance Form.doc



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E182C34BE65E405A95447E47B57B83183

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**Stop receiving this email**

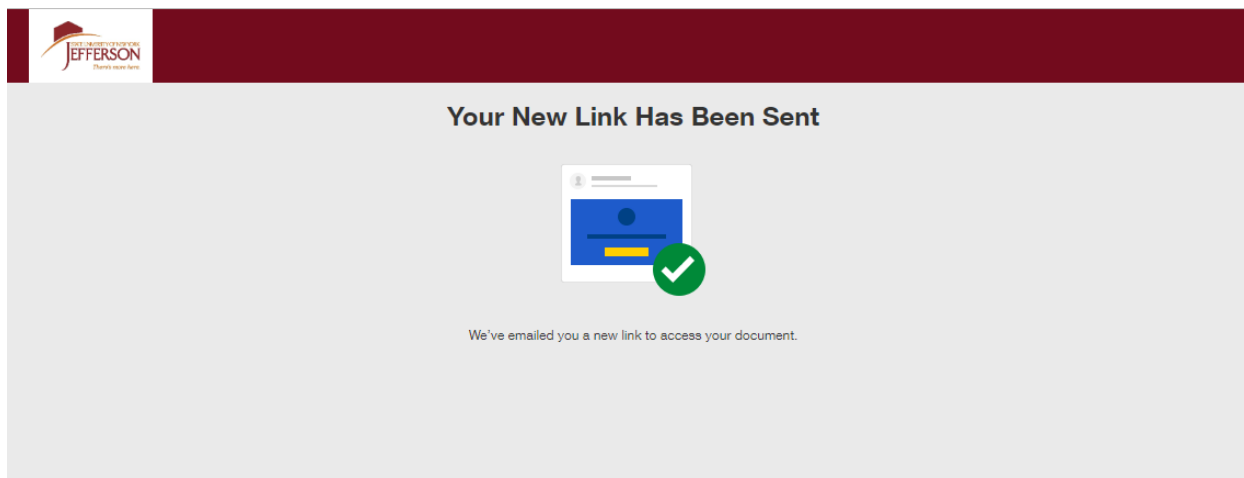
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This message was sent to you by Suzanne VanEpps who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

**Note\*\*** If you have not opened the DocuSign email to accept FWS Position and clicked on *Review Document* in a few days you may have to request a new link to be sent and you'll receive a message like below.




1. Once you have clicked on REVIEW DOCUMENT you should receive a message like the one below. Read the [Electronic Record and Signature Disclosure](#). Then, click the check box and then CONTINUE. (see photo below for reference)

**Please Review & Act on These Documents**

 **Suzanne VanEpps**  
Jefferson Community College

  
Powered by **DocuSign**

	Please read the <u><a href="#">Electronic Record and Signature Disclosure</a></u> . <input type="checkbox"/> I agree to use electronic records and signatures.	<b>CONTINUE</b>	<b>OTHER ACTIONS ▼</b>
<p>FROM: Jane Student</p> <p>PLEASE CHECK ONE: <input type="radio"/> I accept College Work-Study Employment as follows.  <input type="radio"/> I decline College Work-Study as indicated below.</p>			

Please review the documents below.

**START** **FINISH** **OTHER ACTIONS**

DocuSign Envelope ID: 247819E3-B0A0-4036-B9E0-R0F208E9F9A09

200123456

### FWS ACCEPTANCE FORM

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

FROM: Jane Student

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
Workforce Development	Katie Corbin	8/5/22	\$1200.00

**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.

J.  Student ID

 Signature

8/8/2022 Date

\* Contract Year -- July 1 thru June 30

FWS-Acceptance Form.doc 1 of 1

**FINISH**

2. Next, you will click on START and *choose* to accept or decline the College Work Study Employment by clicking one of the circles. Then, add your Student ID / J# and click on the SIGN button.

3. Once you click on the SIGN button the photo to the right will pop up and you should click ADOPT AND SIGN.

4. Then click the FINISH button.

#### Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\*

Katie Corbin

Initials\*

KC

**SELECT STYLE**

DRAW

UPLOAD

PREVIEW

Change Style

DocuSigned by:

 DS

F2F79C9499C1434...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN**

CANCEL



5. Another box will pop up asking you if you'd like to sign up free for a DocuSign account.

## Save a Copy of Your Document


Sign up for a FREE DocuSign account today and sign all your documents electronically.


**Email**  
kcorbin@sunyjefferson.edu


**Password**

**Confirm Password**

**Country/Region**  
-- select --

 **Electronically sign any document.**

 **Get signatures from others.**

 **Sign on the go with DocuSign Mobile!**

By clicking the **SUBMIT** button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).




**SUBMIT**

**NO THANKS**


Completed: Please DocuSign: FWS-Acceptance Form.doc


 DocuSign NA3 System <dse\_NA3@docuSign.net>  
To:  Katie Corbin

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Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Reply  Reply All  Forward  

Mon 8/8/2022 3:46 PM




 The linked image cannot be displayed.

Your document has been completed

[VIEW COMPLETED DOCUMENT](#)

**Suzanne VanEpps**  
[svanepps@sunyjefferson.edu](mailto:svanepps@sunyjefferson.edu)

All parties have completed Please DocuSign: FWS-Acceptance Form.doc.

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6. You will receive an email notifying you that your FWS Acceptance Form was completed (see photo to left for reference).

7. After you have completed your FWS Acceptance Form you will receive an email from Kathy Tucker to Authorize a Pre-Employment Background Check (see photo below).

**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



8. Once you have completed the DocuSign, it takes approximately 1-3 days to be returned to process.
9. HR/Kathy Tucker will send you an email to complete electronic onboarding paperwork and set up a time for an in-person Orientation once the background check has cleared (see next page for reference).



**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)	Date of Birth
Street Address	Social Security Number
City, State, Zip	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](http://www.sunyjefferson.edu)

Her email would read like the photo below on the left and the onboarding materials email will look like the message below on the right.

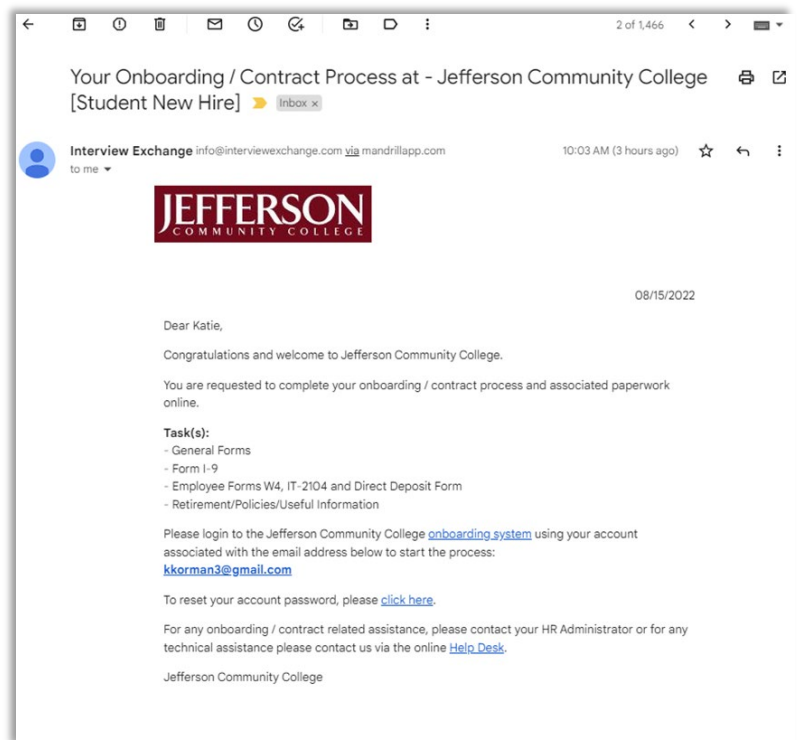
**From:** Kathy Tucker  
**Sent:** Thursday, May 26, 2022 3:28 PM  
**To:** Student@email.com  
**Cc:** Supervisor@sunyjefferson.edu  
**Subject:** FW: Student Employment

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

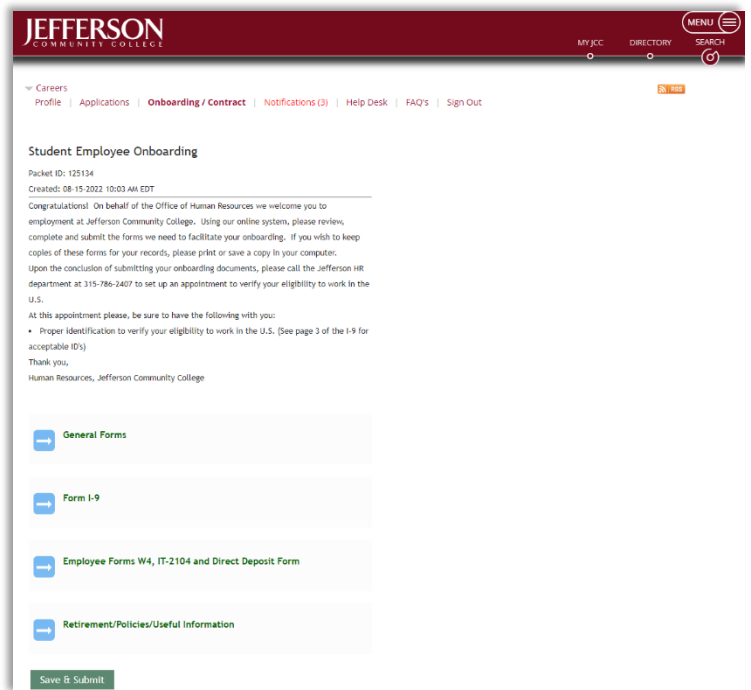
I just had a link sent to your email for you to complete your new employee paperwork. Once you have that done, we will schedule a time for you to bring in your **ORIGINAL** forms of ID for me to review for your I9 form verification. The attached document explains what is acceptable for use for ID. Again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

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

Kathy Tucker



Click on the *onboarding system* link in your email to create your Hirezon account.



Once logged in you will see the message to the right and instructions to complete onboarding materials. Once completed click on Save & Submit button.

10. Then call or email Kathy Tucker in HR to set up your Orientation. Be sure to bring your documents accepted by the I9 form.
11. Lastly, you will receive a message from your hiring supervisor that you can begin work.

## Student Aid / Student Tutor Hiring Process

1. Once hired, you will first receive an email from your Supervisor that reads:

**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.**

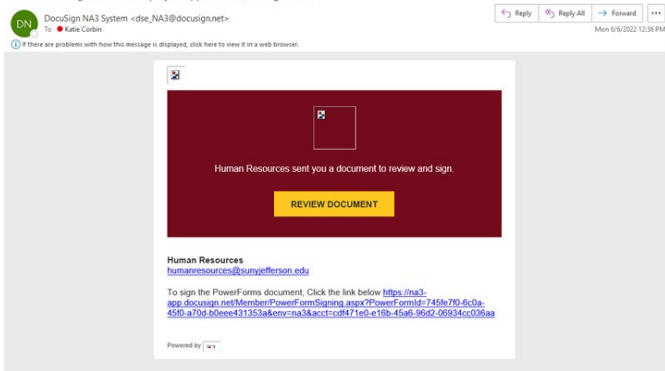
**You should check out [this link](#) to view the list of acceptable documents for employment on page 2, so you will have original documentation ready for when HR sets up an In-Person Employment Orientation.**

**If you have questions about the hiring process, please read *Student Worker Hiring Process*.**

### Hiring Supervisor Signature

2. Student will receive a DocuSign to complete the Student Employee Appointment / Change Form.
3. Student clicks on REVIEW DOCUMENT button.
  - a. Student checks the box that they agree to use electronic records and signatures and clicks CONTINUE.

Please DocuSign: Student Employee Appointment Change Form




### Please Review & Act on These Documents

 **Human Resources**  
Jefferson Community College



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To sign the PowerForms document, click the link below:  
[View More](#)

 Please read the **Electronic Record and Signature Disclosure**.  
☐ I agree to use electronic records and signatures.

**CONTINUE**

**OTHER ACTIONS** ▾

Supervisor:

na3e-6c0a-

Org #:

FWS to SA

-

SA to FWS

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: \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
 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 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/SOAR Instructions Voluntary Post Employment Survey  
☐ Voluntary Self-Identification of Disability Inclement 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** 6/6/2022 **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
- i. Student will receive a message at the top that says *Your document is now complete*. Click on the yellow CLOSE button to finish

4. 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: \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
 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

\*\*\*\*\*

5. HR/Kathy Tucker will send the below email for student to authorize pre-employment background check (see photo below).

FW: Student Employee - Torie Moore



Kathy Tucker  
To: Torie Moore  
Cc: Rachael Riordan; Katie Corbin

You replied to this message on 8/23/2022 11:48 AM.


Reply Reply All Forward

Mon 8/22/2022 3:40 PM

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

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=4a0bf75-2895-4ac9-af72-dd7d7066c3b0&env=na3&acct=cdf471e0-e16b-45a6-96d2-06934cc036aa&v=2>

6. Once you have completed the DocuSign, it takes approximately 1-3 days to process.



**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.

<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.cunyjefferson.edu](http://www.cunyjefferson.edu)

7. Next, HR/Kathy Tucker will send you an email to complete electronic onboarding paperwork and set up a time for an in-person Orientation (see email to left for reference).

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

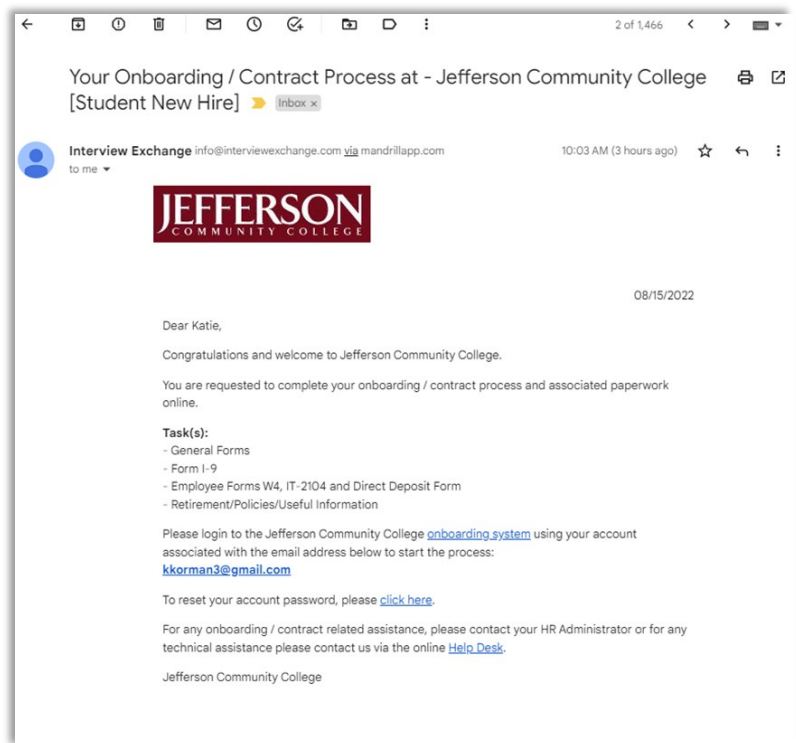
Student Name, thank you for completing your background authorization form!

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

The onboarding materials email will look like the message below on the right. Click on *onboarding system* link.



Once logged in you will see the message to the right and instructions to complete onboarding materials. Once completed click on Save & Submit button.

8. Next, you will complete your in-person Orientation with HR. Be sure to bring your original forms of documentation allowing for employment. Visit [this link](#) to view list of acceptable documents.
9. Lastly, you will receive an email from your Hiring Supervisor letting you know you can begin work.

The screenshot shows the 'Student Employee Onboarding' page of the Jefferson Community College HR system. The page has a dark red header with the college's name and navigation links like 'MY JCC', 'DIRECTORY', and 'SEARCH'. A breadcrumb trail indicates the user is in 'Onboarding / Contract'. The main content area includes a welcome message from HR, a list of required forms (General Forms, Form I-9, Employee Forms W4, IT-2104 and Direct Deposit Form, Retirement/Policies/Useful Information), and a 'Save & Submit' button at the bottom.

**JEFFERSON**  
COMMUNITY COLLEGE

MY JCC DIRECTORY SEARCH

Carriers  
Profile | Applications | **Onboarding / Contract** | Notifications (3) | Help Desk | FAQ's | Sign Out

**Student Employee Onboarding**

Packet ID: 125134  
Created: 08-15-2022 10:03 AM EDT

Congratulations! On behalf of the Office of Human Resources we welcome you to employment at Jefferson Community College. Using our online system, please review, complete and submit the forms we need to facilitate your onboarding. If you wish to keep copies of these forms for your records, please print or save a copy in your computer. Upon the conclusion of submitting your onboarding documents, please call the Jefferson HR department at 315-786-2407 to set up an appointment to verify your eligibility to work in the U.S.

At this appointment please, be sure to have the following with you:

- Proper identification to verify your eligibility to work in the U.S. (See page 3 of the I-9 for acceptable IDs)

Thank you,  
Human Resources, Jefferson Community College

**General Forms**

**Form I-9**

**Employee Forms W4, IT-2104 and Direct Deposit Form**

**Retirement/Policies/Useful Information**

**Save & Submit**



## Contact Information

### Human Resources - Student Employee Orientation

Kathy Tucker      [ktucker@sunyjefferson.edu](mailto: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](mailto:financialservices@sunyjefferson.edu)      315.786.2351

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](mailto:mgefell@sunyjefferson.edu)      315.786.2269

Resource for:

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

## Appendix

### 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:** Collaborative Learning Center

### **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.

They are a source of support and information for students seeking experiential learning opportunities, on campus employment, and career counseling/exploration. 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 Career Services student worker 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.
- Knowledge of Social Media platforms.
- 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.

### **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**

**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:**

Student will assist in aspects of lab preparation and teardown. Assist in cleaning, maintenance and calibration of laboratory glassware and equipment. Student 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 available per year. Hours per week dependent upon budgetary approval, generally 8 to 10 hours per week.

**Qualifications:**

Applicant should be a 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 a 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.