

Career and Professional Development Center

Work-Study Program and Procedures

Student employees can only work a maximum of two jobs

1. When you arrive on campus go to the Student Financial Services or Payroll, located on the third floor of Conrad Hall, to pick up your pink work-study packet.
Office of Student Financial Services 508.213.2288 | finaid@nichols.edu | M—F 8:30 a.m. to 4:30 p.m.
2. Then, log on to Road to Success, which you can get to by clicking on “Road to Success” under your “My Bookmarks” on the bottom right hand side of your portal.
3. Once you have updated your profile you will be able to browse through Road to Success and view all of the available work-study positions.
4. You can begin by clicking on the “Job Search” field on your menu bar. Select work-study under “Position Type.” When the job listings appear, click on either the job number or job title to get detailed information.
5. If you see a position that you are interested in applying for, follow the Application Instructions. Fill out the **On Campus Work-Study Application** below and email it to the department email listed. *Remember the sooner you apply, the better.*
6. If chosen for an interview, the hiring department will contact you directly to schedule this.
7. If you are hired, present your PINK PACKET to the hiring supervisor. The hiring supervisor must complete the Assignment Form within the PINK PACKET.
8. From there you will take the pink packet to the Payroll Office located in Conrad Hall. If you are a new student employee at the college, you will need to bring appropriate identification for employment. Please find the list of acceptable identification on the back page of your assignment form located in the PINK PACKET. Have your ID ready before you proceed to the Payroll Office. The Payroll Office will review your identification and ask you to complete the necessary I-9 and W-4 forms. *You may not begin your employment until you have completed this step.*
9. Please refer to the policies in your PINK PACKET for guidance on employee/employer expectations, work policies, and preferred work habits.
10. At the end of your employment period, the hiring supervisor may complete a **Student Staff Evaluation Form**, which is located in the Resource Library on Road to Success. Once this form is completed, the hiring department will keep a copy for their records and give you a copy.

NOTE: For each job (**maximum two**) you have on campus you must obtain a new employment packet (PINK PACKET) in order to get paid, however, you do not need to fill out another I-9 or W-4 form. **Eligibility for work-study does not guarantee you a position.** Decisions are made based on criteria set by individual departments. Jobs will be posted continuously as they become available, so log on to Road to Success periodically and review the work-study positions.

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On Campus Work-Study Application

Your Information

First Name:

Last Name:

Graduation Year:

Campus Unit # :

Date of Application:

Phone:

Have you worked on campus before?

Yes

No

If yes, list below:

Position:

Department:

Dates:

Position:

Department:

Dates:

Do you hold another work study position now?

Yes

No

If yes, list:

Position Information

Please fill this information out according to the job posting for the position in which you are applying

Department:

Job Title:

List any skills or traits you have that would qualify you for this position:

Please list your weekly availability below.
Example: 9am - 12pm, 1pm - 3pm

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday: