

STUDENT JOBS

AT MARQUETTE UNIVERSITY

MARQUETTE CENTRAL

Zilber Hall, Suite 121

PO Box 1881

Milwaukee, WI 53201-1881

Email: marquettecentral@marquette.edu

Website: marquette.edu/mucentral/

Tel: (414) 288-4000 Fax: (414) 288-1718

FINDING OPPORTUNITIES FOR EMPLOYMENT

JOBCONNECTION:

jobconnection.mu.edu

- A web-based job posting program for active Marquette University students located on the Student Employment Website
- Lists part-time positions for both on and off-campus jobs

Access:

- Available 24 hours a day
- Incoming freshman & new transfer students will have access in early July
- Incoming students cannot work the summer before starting school, unless taking summer classes

HOW TO SEARCH FOR JOBS

Go to jobconnection.mu.edu and do the following:

- Login using your Marquette Username and Password (i.e. 1234JONEST), this is the same login information you use for CheckMarq
- Click on My Account > My Profile to update Profile Information
- Click on My Account > My Documents to upload resume and cover letter
- Click on Search Job Postings > Job Search to view available jobs

Job Search Tips:

- To see all possible jobs, do an open search, don't narrow your search by position type or keyword
- Check back often, new positions are posted regularly

My Activity > Referrals Tab: If you inquired about a job online, you'll view your employer's response here

My Activity > Work Study: View your federal work study activity in this section

My Activity > Placements Tab: View your employment history here

A GLIMPSE OF STUDENT EMPLOYMENT

Student employment contributes to the comprehensive development of students by adding to the multi-faceted experiences students have at Marquette University.

Earning money to help with costs of an education is one of the many benefits students gain through campus employment. Good work habits, skills, time management, emotional maturity, personal identity and integrity are also fostered through college work experiences.

A student employee is defined as anyone employed by Marquette University whose **primary purpose for being at the University is to obtain an education.**

It is Marquette University's position that student employees work **no more than 20 hours per week** when classes are in session.

Federal Work Study (FWS):

Federal Work Study is a financial aid resource that is awarded to students who have financial need.

The award provides jobs for undergraduate students, allowing them to earn money to help pay educational expenses. Students earn FWS funds by performing part-time work for employers who qualify for the program under federal guidelines. These employers pay only a percentage of the student's wages, while the federal government pays the remaining amount.

Your Financial Aid Notification (FAN) must state Federal Work Study for you to qualify for a FWS position. FWS positions can be found in nearly every academic and administrative office on campus, as well as in the Marquette recreational facilities, libraries, and residence halls.

Marquette Student Employment (MSE):

Marquette Student Employment positions are available to any Marquette student regardless of their financial aid status. Jobs are available both on and off-campus, and many employers hire through either FWS or MSE. The Alumni Memorial Union, Facilities Services, Residence Life, and Public Safety are some of the campus employers that offer MSE positions.

EMPLOYMENT OPPORTUNITIES ON CAMPUS

Including, but not limited to...

- Undergraduate Admissions Office
- Campus Ministry
- Student Development
- Residence Life
- Sodexo Food Service
- Recreational Sports
- Raynor and Memorial Libraries
- Campus Safety
- Parking Services
- Information Technology Services
- Marquette Spirit Shop
- Facilities Services
- Major Departments/Colleges
- Career Services Center
- Alumni Memorial Union

REQUIRED EMPLOYMENT PAPERWORK

To be employed at Marquette University, or to work for a university approved off-campus employer, students must complete the following on their first day of employment at **Marquette Central**

- **Federal I-9:** Employment Eligibility Verification Form
- **Federal W-4:** Employee Withholding Allowance Certificate
- Sign a statement acknowledging **Hazard Communication** training

The I-9 form with a list of verifying documents can be found at mu.edu/mucentral/financialaid/ses_i9.shtml

Note: Original documents must be presented for proof of citizenship/employment eligibility. Per federal law, copies cannot be accepted.

F1 or J1 Visa students must provide:

- Unexpired passport
- I-94 card
- I-20 form
- Confirmation letter from the Office of International Education
- Job Placement Form from the hiring employer

COMMUNITY SERVICE JOBS

Community Service (CSFWS):

If your financial aid award includes Federal Work Study, you are also eligible for CSFWS positions. These positions focus on improving the quality of life for community residents or solving problems related to their needs. They provide wonderful opportunities to contribute to campus life and the greater Milwaukee community.

Some examples of CSFWS positions include:

- Reading Tutor at Neu-Life Community Development
- Math Tutor at Highland Community School
- Clerical Assistant at Milwaukee County D.A.
- Haggerty Museum Special Events
- Lab Assistant at BloodCenter of Wisconsin

Positions and agencies vary from year to year. Students with an interest in community service can find positions through JobConnection.

PAYMENT AND SCHEDULES

Payment:

Position wages are based on the duties and skills required, and your experience. Students are paid **every two weeks** for hours worked through university employment. Non-university employers set their own wage rates and payment schedules.

Student employment earnings are not directly credited to your student account.

You may use your earnings to pay your balance or for personal expenses related to your education. Students can find instructions on setting up **Direct Deposit** in CheckMarq, under the "Student Account" tab in Quick Links.

Work Schedules:

Student work schedules are based upon the employer's needs and the student's academic schedule. Students should discuss their schedule with their employers during interviews. Employers will make every attempt to accommodate students' needs but might not be able to schedule students for evening or weekend employment.

OFFICE OF
STUDENT
EMPLOYMENT

MARQUETTE CENTRAL

Zilber Hall, Suite 121

PO Box 1881

Milwaukee, WI 53201-1881

Email: marquettecentral@marquette.edu

Website: marquette.edu/mucentral/

Tel: (414) 288-4000 Fax: (414) 288-1718