



# EMPLOYMENT AVAILABLE ON CAMPUS

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For students who have applied for need-based institutional aid from Thomas Aquinas College, such as work-study or grant aid, but were found to be ineligible, and for students who have not applied for financial aid, the College offers you an opportunity to work 8 hours per week in one of the many departments on campus, earning at least \$4,300 for the school year.

## WHY WORK ON CAMPUS?

Working on campus isn't just a job -- it's a smart way to support yourself and your success as a student.

- **Benefit to your intellectual life:** Engaging in physical labor can be a welcome break from intellectual work, making your studies more sustainable, and your outlook on life more balanced.
- **Useful experience:** Build skills employers want, such as teamwork, leadership, and time management.
- **Reasonable scheduling:** Jobs are designed around your class schedule.
- **Convenient locations:** No commute. No car needed. Work where you already study and live.
- **Supportive supervisors:** Department managers understand that you're a student first.
- **Guaranteed earnings:** Student can earn at least \$4,300 during the academic year.
- **Help the College community:** Working part-time on campus provides you an opportunity to contribute to the common good of the College community and its mission.

## SET YOURSELF UP FOR SUCCESS

- Better time management
- Stronger connections with fellow students, staff and faculty
- Increased confidence
- Smoother transition to life after graduation
- You earn money and gain experience.

## A VARIETY OF JOBS ARE AVAILABLE

If you apply for campus employment, you will be assigned to one of the departments on campus, such as

- Food services
- Grounds
- Building maintenance
- Custodial maintenance
- Library

No prior experience is needed for most positions.

## APPLY TODAY

If working on campus interests you, send an e-mail to Mr. Andrew Ellis at [aellis@thomasaquinas.edu](mailto:aellis@thomasaquinas.edu) with the subject line "Campus Employment" and let him know that you are interested in applying for a campus employment position.

These jobs are guaranteed for four years, as long as you abide by the terms of the program. See the reverse side of this sheet for a summary of the terms of the program.

## **TERMS AND CONDITIONS OF THOMAS AQUINAS COLLEGE'S CAMPUS EMPLOYMENT PROGRAM**

This list of Terms and Conditions is a summary of more detailed information which will be given to you at the beginning of the school year.

If a student does not abide by the terms of the program, his employment will be terminated, and he will not be eligible for employment in a subsequent year.

- You must work your assigned number of hours per week. Work is by the hour, not by the job. If you do not have adequate tasks to keep you busy, inform your supervisor who will assign additional tasks.
- You must perform your duties according to the schedule that is assigned to you by your supervisor.
- During examination weeks, the College must continue to function, therefore your work obligation continues during the examination weeks.
- You are responsible for showing up to your work shift on time.
- The College is on a biweekly pay cycle.
- Requests for transfer to another department will be granted only for medical or other serious reasons.
- Trading or switching jobs with other workers in your department must be approved by your supervisor. You cannot trade or switch jobs with someone in another department.
- Hours worked by you cannot be applied to another student's time record.
- Students are discouraged from taking off-campus employment or online employment during the school year such that their *total* work hours will be more than twenty hours per week.
- State law provides for the accrual of sick leave each month. More information will be provided at the beginning of the school year.
- All student workers are covered by the College's worker's compensation policy for work-related injuries.
- The College relies on student workers to perform key roles to keep the College running. Failure to perform your task(s) is a serious matter. Supervisor warnings are the College's way of warning and guiding a student to the proper performance of duties. These will be utilized for any of the following reasons (but not limited to):
  - Insubordination,
  - Excessive tardiness or missed shifts,
  - Unexcused absenteeism of 6 hours or more, and
  - Unsatisfactory work.