Student Employment

Looking for academic achievement, $$ and endless opportunities?

Try securing a part-time job on campus! It affords you the opportunity to acquire and enhance workplace skills, knowledge, and abilities that are transferable and can be the foundation for building a resume. **Students who work 10 to 20 hours per week have the highest rate of academic achievement!**

*(U.S. News and World Report, April 2006)*

Quick Facts:

- All Student employees are limited to working a maximum of **20 hours per week** in on-campus jobs during the academic year. The only exception is when there is a full week when school is not in session. Specifically; February recess, Spring recess, summer and full weeks during December recess. During these time periods only, students can work **up to 40 hours per week**.

- Students that have financial aid will be able to apply during the **first 2-3 weeks of the fall academic year**, after that anyone can apply. There **will** still be jobs available and **some positions aren’t even posted that early** (we promise).

- Employment at the College isn’t guaranteed so check out **go/eia** (or stop by Adirondack House during drop-in hours) for tips on improving your resume, preparing for an interview, and deciding which jobs would best fit your goals (or just figuring out what those goals are) to increase your chances.

- There are three pay levels (A, B, and C); you can check out the wages **here**. Students are eligible for **wage increases** if they’ve worked at least 25 hours the prior year in the same position!

- **Paychecks** are issued on a bi-weekly basis. Students will receive their checks or pay stubs (in the case of direct deposit) in their campus mailboxes on the Friday afternoon of pay weeks. For a schedule of pay dates, please see the **Payroll Calendar**.

- You may apply for (and work at) **as many jobs as you like**, just make sure you are fully aware of what will be required of you including duties and schedules (you still need to do schoolwork!) and the hour limitations mentioned above.

- **For more information (and to start applying!)** check out **go/seo**!

You can call us at 802.443.5377, email us at **seo@middlebury.edu** or come see us (we’re located on the second floor of the Service Building)!