JOBS For Students at University of Michigan

Information for currently enrolled students (Ann Arbor Campus)

Finding Temporary Job Opportunities

JOB POSTING WEBSITE:

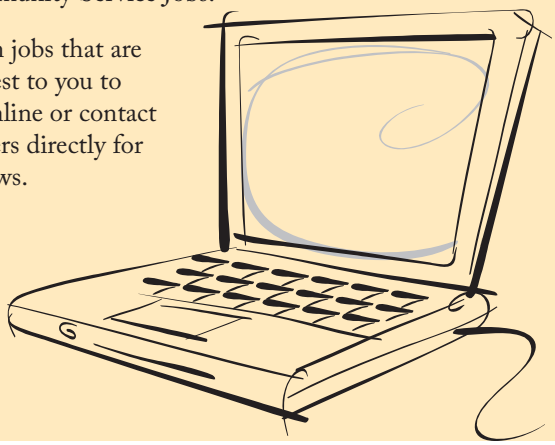
The Student Employment Office website of the University of Michigan–Ann Arbor serves as a convenient way for students to find employment opportunities, while helping University and non-University employers find qualified employees. The site is available 24 hours a day, seven days a week, for students to search and apply for jobs online:

https://studentemployment.umich.edu

Once at the site, select **U-M Students** to search through job postings, view pay dates, and find other employment resources.

HOW TO SEARCH FOR JOBS:

1. From the U-M Students page of the site, click on **Find a Job**.
2. Be sure to check the appropriate boxes for **Work-Study** and/or **Non-Work-Study** (see *The Work-Study Program* section of this brochure for more information on whether you are able to apply for Work-Study jobs on the website; if you do not have a Work-Study award, be sure to only check the Non-Work Study box before conducting your job search).
3. You have many options from here: The easiest way to search for a job is to simply click on the **Quick Job Search** links for Recently Posted Jobs, All Available Jobs, or Community Service Jobs.
4. Click on jobs that are of interest to you to apply online or contact employers directly for interviews.



OTHER RESOURCES:

While at the Student Employment site, choose **Other Resources** to link to useful University websites such as the Payroll Office, Human Resources and Affirmative Action, and the Career Center (for resume tips).

You will also find links to other jobs sources such as these links:

- *University Library Human Resources:* www.lib.umich.edu/library-human-resources
- *Recreational Sports (CCRB/NCRB):* www.recsports.umich.edu/tags/job
- *Michigan League and Michigan Union:* http://uunions.umich.edu/about/employment
- *Residence Hall Housing Offices:* www.housing.umich.edu/employment

The Definition of a Student Employee

A student employee is anyone employed by the University of Michigan whose **primary purpose for being at the University is to obtain an education:**

Any individual employed in a temporary position who is also enrolled at least half-time is presumed to be primarily a student and will be considered a student employee, unless facts clearly indicate otherwise. Student employee status is not affected during periods of typical non-enrollment, such as breaks between consecutive terms or during the Spring/Summer term, regardless of hours worked.*

* Some exceptions apply to dissertation students and graduating seniors.

The Work-Study Program

Work-Study is a financial aid resource that is awarded to students who have financial need. The award provides jobs for undergraduate and graduate students, allowing them to earn money to help pay educational expenses. Students earn Work-Study 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

(continued)

government pays the remaining amount. To receive Work-Study, students must:

- apply for financial aid through the Office of Financial Aid, and
- demonstrate financial need.

Students who qualify for a Work-Study award will have "Federal Work-Study" listed on their financial aid award notice. If you do not have a Work-Study award, you may only apply for the non-Work-Study jobs listed on the Student Employment Office website.

For more information on applying for financial aid and the Work-Study program, see www.finaid.umich.edu/work.

ENROLLMENT REQUIREMENTS:

Work-Study students must be enrolled at least half-time as shown in the chart below (wait-listed courses **do not** count toward hours of enrollment) to be eligible for Work-Study jobs:

ENROLLMENT SCHEDULE		
Status	**Fall/Winter**	**Spring/Summer**
Undergraduate	6-12 credit hours	3-6 credit hours
Graduate	4-8 credit hours	2-4 credit hours

WORK-STUDY COMMUNITY SERVICE JOBS:

Community service can be a valuable component of a student's educational experience. Students may choose to use their Work-Study awards to work for an approved Work-Study community service agency such as one of these:

- America Reads Tutor Corps
- Ann Arbor Hands-On Museum
- Domestic Violence Project
- Ecology Center of Ann Arbor
- The VA Ann Arbor Health Care System

Positions and agencies vary from year to year. Students with a particular interest in community service should click on the **Community Service Jobs** quick search link when conducting a job search on the Student Employment Office website.

Online Hiring Application

To be employed at the University or to work for a University-approved off-campus employer, University of Michigan-Ann Arbor students must complete an online **Student Employment Application** located on the Wolverine Access (Student Business) website (https://wolverineaccess.umich.edu). To learn more about the online hiring application, see the University's Human Resources website at www.hr.umich.edu/empserv/employee/stutempa2.html

Payment, Schedules, and Benefits

PAYMENT:

Students working for the University of Michigan will be paid on a **regular, bi-weekly schedule**. See www.studentemployment.umich.edu and click on U-M Students > Getting Paid (menu at left) for payroll schedules. Paychecks are issued every other Friday from the University Payroll Office and sent to a location designated by the employee. Students may choose to deposit their payroll checks directly to a local bank account. Direct Deposit is the University's recommended method for delivering paychecks. Deposits are made directly to the Student's bank account. The Direct Deposit information is located on Wolverine Access (Student Business) website (https://wolverineaccess.umich.edu). Students should **expect to be paid within three weeks** of completing and submitting employment materials and starting work. Students are to be paid in a timely manner for all hours worked. If you do not receive your first paycheck within three weeks, contact your supervisor for assistance. **It is important to note that you will not be paid, and should not work, until all employment materials have been completed**.

Students working for non-University employers will be paid according to their employer's pay dates.

WORK SCHEDULES:

Student work schedules will be 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. **Students may not work more than 29 hours per week.**

BENEFITS:

Student temporary employees are covered by:

- The University's Overtime Policy
- Worker's Compensation
- Social Security
- Travel Accident Insurance

Social security is deducted from a student employee's wages only if he or she is enrolled less than half-time or not enrolled at the University. Student employees do not receive paid vacation, sick time, paid holidays, or health care benefits as a part of employment compensation.

GIVE US YOUR FEEDBACK:

Please let us know if our services and website have worked well for you; any comments we receive can help us serve students and employers better:

OFFICE OF FINANCIAL AID
STUDENT EMPLOYMENT
UNIVERSITY OF MICHIGAN

2500 Student Activities Building • 515 E. Jefferson Street
Ann Arbor, MI 48109-1316 • Tel.: (734) 763-4128
E-mail: student.employment@umich.edu
Web: https://studentemployment.umich.edu