

Student Employment Process Information for Students

A student who desires to work on campus should follow the procedures outlined below.

SEARCH FOR POSITIONS

You should visit the **Student Work Website** and view the campus positions listed. Student Jobs can be found at www.odessa.edu > Current Students > Student Employment.

If you are interested in one of the listed positions, you should go to the **Wrangler Express Center** on the first floor of the Student Union Building. At the **Wrangler Express Center**, OC staff will confirm whether you are a:

- 1) Non Work Study – A student who is taking 6 or more credit hours who does not receive work/study funding from the federal or state government. This student is limited to working no more than 19 hours per week.
- 2) Work Study (Federal or Texas) – A student taking 6 or more hours who is receiving federal or state work/study funding. The student must have received an award notification letter that they have received monies for the current year from OC Student Financial Services. The student is limited by the total dollars allotted and may not work more than 19 hours per week. The student funding **may not** cover the summer semesters.

You should complete a *STUDENT APPLICATION FOR EMPLOYMENT*. You should then contact the department you desire to work in and make an appointment with the department supervisor identified on the web site. When you visit the designated department, you should take the completed application as well as a form that identifies you as work study or non work study. Both of these documents are available in the Wrangler Express Center.

If you are hired, the Supervisor should complete the top part of a *NEW STUDENT WORKER FORM*. You should then take that form to the Financial Aid office. After it is signed by Financial Aid, you must bring the form and your completed application to the Human Resources department, located on the first floor of the Administration Building. At this time, you will be expected to complete all employment paperwork. You **cannot** work until your Supervisor receives an email from HR stating that all paperwork is complete and you are eligible for employment.

MAINTAINING YOUR EMPLOYMENT

You must maintain a GPA of 2.0 and remain enrolled in at least 6 semester credit hours to continue working as a Non Work Study or Work Study employee at OC.

You may *continue* in your role of student worker during the summer if you are:

- 1) enrolled in the current summer semester OR
- 2) enrolled in the next long semester, if you were a student in the previous long semester AND
- 3) not a Work Study dependent on funding that is available only during the long semester.

RETURNING STUDENT WORKERS

If you are returning to work **in the same department** for a consecutive semester, you will not be required to complete all of the paperwork. A *RETURNING STUDENT WORKER FORM* will be completed by the Supervisor, signed by you, and sent to the Human Resources department before time sheets are distributed at the beginning of the semester.

If you are moving **to another department** in the same semester or in a consecutive semester, you will be required to complete a *RETURNING STUDENT WORKER FORM*. You will not be allowed to work in the new department until the Supervisor receives an email from HR stating that you are cleared to work.

If you have not worked or received a paycheck in three consecutive payrolls, you will be required to begin the process as a new student worker.