



## Wartburg College Student Employment Welcome Letter & Timeline

### Welcome!

My name is Abbie Raum, and, as the Student Employment Manager at Wartburg College, I want to personally invite you to consider participating in the Student Employment program this fall.

What makes Wartburg's student employment program unique?

**It's not just an on-campus job; it's an extension of our education.**

At Wartburg, we feel that our students' education shouldn't be limited to their time in the classroom. Student employment provides students with hands-on work experience where learning and developing skill sets are our top priority.

**We strive to develop students into life-long learners.**

Adaptability and curiosity are key to navigating the ever-changing world. In each on-campus job, students are equipped with a tool belt of transferable job skills that prepare them for lives of leadership and service regardless of their anticipated career-path.

**Our faculty and staff go above and beyond to support our students.**

Students are challenged yet nurtured in their on-campus positions by dedicated faculty and staff. Staff and faculty can also be great mentors and resources for students as they seek to find their place in the campus community.

**We understand the importance of work-life balance.**

At Wartburg, we recognize that students are students first. Flexible work schedules are provided to help students find balance among their various commitments, including classes and extracurricular activities.

**An on-campus job can help students reach your financial goals.**

Many students work on campus to help pay for tuition, related living expenses, or to have spending money. By utilizing the Student Payroll Deduction Agreement while actively working, students can apply a percentage of their wages towards their tuition bill and have finance charges waived on their outstanding balance.

For further consideration, I am including a list of items to review over the next couple of months in preparation for your participation in the student employment program. I invite you to reach out to me if you have any questions regarding the student employment program. You may contact me by calling (319) 352-8350 or by emailing [studentemployment@wartburg.edu](mailto:studentemployment@wartburg.edu).

Sincerely,

*Abbie Raum*

Wartburg College Student Employment Manager



## Student Employment Timeline

- ✓ **To Do:** Review your financial aid offer, estimated tuition bill, and monthly personal expenses to determine how an on-campus job can help you meet your financial goals.

It is our Financial Aid and Business Office's goal to have each student walk confidently into their first year of college with a financial game plan for the course of their collegiate career at Wartburg College.

During SOAR days, our staff will go through the details of your financial aid offer and estimated tuition bill. Students and their families are invited to consider how they will pay for tuition, housing and food, books, supplies, and basic necessities.

**Consider This >>>** Can you avoid having to take out a loan or reduce your out-of-pocket expense simply by working an on-campus job to cover smaller expenses?

On average, first year students working 10-12 hours per week earn approximately \$3,000 to \$4,000 per academic year.

The [Student Payroll Deduction Agreement](#) is a great tool for students to utilize in an effort to distribute a portion of their wages to their tuition bill.

- ✓ **To Do:** Sketch out your class and extracurricular activity schedule to determine how much time per week you can commit to an on-campus job.

Attending college full-time, participating in extracurricular activities, doing homework, hanging out with friends, and working an on-campus job can be a juggling act at times, but it also can be a great way to refine your time management skills.

Once you have worked with your faculty advisor during SOAR days to finalize your class schedule and have gathered schedules for your extracurricular activities, you can start to identify some pockets of time throughout your week in which you can set aside for an on-campus job.

**Remember this >>>** On-campus jobs offer flexible work schedules to accommodate your other commitments. At Wartburg, your education is always our highest priority.

Students can work as little as 1 hour per week or as much as 20 hours per week. An average student typically works 10-15 hours per week.

✓ **To Do: Login to Handshake and start applying for on-campus jobs on July 8<sup>th</sup>.**

At Wartburg, on campus jobs are more than just “jobs.” Student Employment is embraced as an experiential learning opportunity. Whether your resume is in its most basic form or rich with work history, now is a great time to start diversifying your work experience and further developing your transferable job skill sets. Our dedicated faculty and staff will both nurture and challenge you while on this journey of self-discovery.

**Mark your calendar >>>** During the first week of July, watch for an email from the Student Employment Office in your Wartburg email inbox on how to access [Handshake](#), Wartburg College’s online job board, so you can begin your on-campus job search.

On-campus position openings for the fall of 2024 will be posted on Handshake on July 8<sup>th</sup>.

You are invited to apply for multiple on-campus jobs just in case you don’t get your first choice. Contact departments directly to ask additional questions about specific jobs. And don’t be afraid to apply for jobs that may push you outside your comfort zone a little bit too. You might surprise yourself.

Upon submitting your application, individual departments will follow up with you to share their hiring timeline and process.

✓ **To Do: Print, complete, and submit your student employment forms and respective IDs to the Student Employment Office.**

Before you can start working on campus this fall, you will need to complete and submit your student employment forms to the Student Employment Office.

**Get a jump start >>>** You are encouraged to complete this paperwork during SOAR days so we can review it and provide you with ample time to address any outstanding items prior to your first day of work in the fall.

1. Go to [www.wartburg.edu/jobs](http://www.wartburg.edu/jobs)
2. In the Quick Links section, select “Student Resources.”
3. Under the “Student Employment Forms” section, review the [Student Employment Forms Checklist](#).
4. Print and complete each form using:
  - a black or blue pen (no pencils)
  - your legal/home/permanent address (not your Wartburg address)
5. Submit your completed student employment forms along with your original IDs to the Student Employment Office personnel prior to your first day of work.
  - Please do **NOT** email these forms to our office as they will contain sensitive information.
  - We are required to see original IDs; copies of these documents will **NOT** be accepted.
  - Upon reviewing your student employment forms, we will notify you via email if any items are outstanding or incomplete.