



Wartburg College Student Employment

Welcome!

My name is Abbie Raum, and I am the Student Employment Coordinator at Wartburg College. Each year I look forward to greeting new students and their families to campus during SOAR Days. While unprecedented events prevent me from formally doing so in person this year, I hope you will accept this letter as a genuine welcome on my behalf. I am writing to you today to share the passion I have for the work I do with the Student Employment program and invite you to consider participating in the program this fall.



The Wartburg College Student Employment program provides students with experiential learning while allowing flexibility with work schedules and an opportunity to earn money to support students' educational journeys. Students are challenged yet nurtured in their student employment positions by dedicated faculty and staff. In each on-campus job, students are equipped with a tool belt of transferable job skills and unique work experience that will amplify their resumes as well as prepare them for lives of leadership and service.

Furthermore, students play an integral role in many aspects of Wartburg College's departments and campus operations. By doing so, students become more engaged and connected in the campus community as well as deeply invested in the success of their collegiate career. A student's participation in the Wartburg College Student Employment program is sure to be a meaningful yet memorable experience!

For your further consideration, I am including a timeline of important Student Employment events over the course of the next couple of months. While I look forward to seeing you on campus this fall, I invite you to reach out to me this summer to discuss any questions you may have about the student employment program. You may contact me by calling (319) 352-8350 or by emailing studentemployment@wartburg.edu.

*Sincerely,
Abbie Raum
Wartburg College Student Employment Coordinator*

Student Employment Timeline

JUNE:

What does your weekly schedule look like?

To Do: Sketch out your schedule to determine how much time per week you can commit to an on-campus job.

Attending college full-time, doing your homework, participating in extracurricular activities, and working an on-campus job can be a juggling act at times, but over time you will start to hone your time management skills.

Once you have finalized your class schedule during SOAR and have gathered scheduling information for your extracurricular activities, start identifying some pockets of time throughout your week in which you could work an on-campus job.

BONUS: Student employment positions offer flexibility in scheduling work around your other commitments.

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.

JUNE:

What are your financial goals?

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

Walk confidently into your first year of college with a financial game plan. Consider how you will pay for tuition, books, school supplies, and basic necessities. Do you need some spending money too?

As you go through the details of your financial aid package and tuition bill with the Financial Aid and Business Office staff during SOAR, discuss how an on-campus job can help you meet your financial goals.

THINK ABOUT IT >>> Can you avoid taking one loan out simply by working in an on-campus job and use your earnings for expenses, such as books and school supplies?

Students earn approximately \$2,000-\$2,500 per academic year if working 10-12 hours per week. The majority of on-campus jobs are paid \$7.25/hour. Dining Services and Maintenance positions are paid \$8.25/hour.

The [Student Payroll Deduction Agreement](#) is a great tool for students to utilize in an effort to disperse their wages between educational and personal expenses.

JULY:

Have you started to build your resume?

To Do: Login to Handshake and start applying for on-campus jobs!

Whether your resume is blank or filled to the brim with work history, now is a great time to start diversifying your work experience and figuring out who YOU are! What motivates you? What are your strengths? What transferable skill sets still need a little bit of work?

Watch for an email from the Student Employment Office on how to access [Handshake](#), Wartburg College's online job board, so you can begin your on-campus job search.

ATTENTION: On-campus position openings for the fall of 2020 will be posted on Handshake on **July 7th**.

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!

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

JULY:

Have you completed your student employment forms?

To Do: Print, complete, and mail in your student employment forms.

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

1. Go to www.wartburg.edu/jobs.
2. In the Quick Links section, select "Student Resources."
3. Under "Student Employment Forms" section, select and review the [Student Employment Forms Checklist](#).
4. Print and complete each form.
 - Use a black or blue pen.
 - Use your legal/home/permanent address on each form.
 - Sign each form.
5. Mail your student employment forms to:
*Wartburg College
Attn: Student Employment Office
100 Wartburg Blvd.
Waverly, IA 50677*

Please do NOT email these forms to the Student Employment Office as these forms will contain sensitive information.

Upon receiving your student employment forms, the Student Employment Office will notify you if any items are outstanding or incomplete.

AUGUST:

Are you excited?!

To Do: Pack your IDs to bring to campus & finalize your work schedule.

A new adventure awaits you!

REMINDER: Pack your original IDs (as outlined on the Student Employment Forms checklist) and bring them to campus with you!

These IDs are required to complete your I-9 Employment Eligibility Form. Copies of these IDs will not be accepted; we must see these IDs in person. This is a vital step to completing your student employment forms and being authorized to work on-campus. More details to come on this process that will happen during move-in.

Also, this is a great time to reach out to your on-campus supervisor and finalize your work schedule!

Continue to check your Wartburg email too for student employment updates!

Questions?

Contact:

Abbie Raum '10,
Student Employment Coordinator

Luther Hall 212
Office Hours: 8:30 am – 4 pm

(319) 352-8350

studentemployment@wartburg.edu

Website: www.wartburg.edu/jobs