



Wartburg College Student Employment

Welcome!

My name is Abbie Raum, and I am the Student Employment Manager at Wartburg College. Each year I look forward to greeting new students and their families to campus during SOAR Days while sharing with them the passion I have for the work I do with the Student Employment program. I 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 list of items to discuss and take care of in the next couple of months in preparation for your participation in the Student Employment program this fall. While I look forward to seeing you on campus during SOAR Days, I invite you to reach out to me in the interim 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.

Sincerely,

Abbie Raum

Wartburg College Student Employment Manager

Student Employment Office | Wartburg College
Luther Hall 212 | Monday-Friday 8:30 a.m. – 4:00 p.m.
Phone: 319.352.8350 | Fax: 319.352.8417
Email: studentemployment@wartburg.edu
Website: www.wartburg.edu/jobs

Let's make Student Employment work for you.

What are your financial goals?

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.

Wartburg College's Financial Aid and Business Office's goal is 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, Wartburg College's Financial Aid and Business Office 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, room & board, books, school supplies, and basic necessities.

An on-campus job can help students meet their financial goals.

THINK ABOUT IT >>> Can you avoid having to take out a loan simply by working an on-campus job and using your earnings for expenses, such as books and school supplies?

On average, first year students earn approximately \$3,000 - \$4,000 per academic year if working 10-12 hours per week. Wartburg College's student employment positions offer competitive wages.

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.

What does your weekly schedule look like?

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, and working an on-campus job can be a juggling act at times, but the faculty and staff at Wartburg College are here to help you refine your time management skills.

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

IMPORTANT TO KNOW: Student employment positions offer flexibility in scheduling work around your other commitments. At Wartburg College, 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.

What are your career goals?

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

At Wartburg College, on-campus jobs are more than just “jobs.” Our Student Employment program embraces on-campus employment 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 student employment supervisors will both nurture and challenge you while on this journey of discovery.

During the last week of June, 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.

MARK YOUR CALENDARS: On-campus position openings for the fall of 2023 will be posted on Handshake on **July 5th**.

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.

Have you completed your student employment forms?

To Do: Print, complete, and bring your student employment forms and respective original IDs with you to SOAR Days.

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.

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. Bring your student employment forms along with your original IDs (as outlined on the Student Employment Forms checklist) with you to SOAR Days.
 - Please do **NOT** email these forms to the Student Employment Office as these forms will contain sensitive information.
 - Copies of the IDs required to complete your I-9 Employment Eligibility Form will **NOT** be accepted; our staff must see these original IDs in person.
 - Upon reviewing your student employment forms following SOAR Days, the Student Employment Office will notify you via email if any items are outstanding or incomplete.