

# STUDENT JOBS

## AT MARQUETTE UNIVERSITY

### MARQUETTE CENTRAL OFFICE OF STUDENT EMPLOYMENT

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## FINDING OPPORTUNITIES FOR EMPLOYMENT

### JOBX ([jobx.marquette.edu](http://jobx.marquette.edu))

- A web-based job posting program for active Marquette University students
- Lists part-time positions for both on and off-campus jobs
- Even if students do not have Federal Work Study (FWS), they can search and apply for FWS jobs.
- More information - <https://www.marquette.edu/central/financial-aid/student-employment/finding-a-job-key-steps.php>

### On-campus employment opportunities include:

- Residence Life
- Phonathon
- Campus Recreation
- Raynor and Memorial Libraries
- Major Departments/Colleges

### Access:

- Incoming students will have access in mid-July.
- Incoming students cannot work the summer before starting school, unless they are taking summer classes.

## REQUIRED EMPLOYMENT PAPERWORK

To be employed at Marquette University, or to work for a university approved off-campus employer, students must complete the following by the third business day of work. Students can complete this paperwork before their start day if a hire is submitted in our system.

- **Federal I-9:** Employment Eligibility Verification Form
- Sign a statement acknowledging **Hazard Communication** training
- **Federal W-4 and Direct Deposit** information will also be distributed.

**Note:** Original documents must be presented for proof of citizenship and employment eligibility. Per federal law, copies cannot be accepted. If planning on working right away, come to campus with this documentation.

**F1 or J1 Visa students** must provide additional documentation, which can be found on our website.

The I-9 form with a list of verifying documents can be found at [mu.edu/mucentral/financialaid/ses\\_i9.shtml](http://mu.edu/mucentral/financialaid/ses_i9.shtml)

## A GLIMPSE OF STUDENT EMPLOYMENT

Student employment contributes to the comprehensive development of students by adding to the multi-faceted experiences students have at Marquette University.

Earning money to help with costs of an education is one of the many benefits students gain through campus employment. Good work habits, skills, time management, emotional maturity, personal identity, and integrity are also fostered through college work experiences.

A student employee is defined as anyone employed by Marquette University whose **primary purpose for being at the University is to obtain an education.**

It is Marquette University's position that student employees work **no more than 20 hours per week** when classes are in session.

**More information can be found here -**  
[mu.edu/mucentral/financialaid/ses\\_index.shtml](http://mu.edu/mucentral/financialaid/ses_index.shtml)

## PAYMENT AND SCHEDULES

### Payment:

Position wages are based on the duties, skills required, and your experience. Students are paid **every two weeks** for hours worked through university employment. Non-university employers set their own wage rates and payment schedules.

**Student employment earnings are not directly credited to your student account.**

You may choose to use your earnings to pay your balance or for personal expenses related to your education. Students can find instructions on setting up **Direct Deposit** in CheckMarq, under the "Student Account" tab in Quick Links.

### Work Schedules:

Student work schedules are 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.