



## Student Employment FAQs

### 1. Where do I start if I am looking for a job on campus?

The best place to start is our [Student Employment Preparation & Badging course](#), available in Canvas. This course offers two modules: Explore and Essentials.

The Explore Student Employment module guides you through the processes of looking for a job, applying for the job, and the paperwork you will need to complete before you can start. All new students who have never had a student employment opportunity at St Thomas should start with this module.

The Student Employment Essentials module and badge will walk you through a variety of resources that will help you be more prepared, efficient, and productive as you start a new student employment opportunity on campus. The module is geared towards newly hired student employees, but all student employees are invited to participate as the information provided could still be very helpful, even after working on campus for a year or more.

All of our student employment opportunities are posted on the [St. Thomas jobs site](#). You can review current job openings and apply for any jobs that interest you. All jobs require you to complete a short application and upload a resume.

### 2. If I get an on-campus job, what paperwork will I need to complete?

The Explore Student Employment module and badge will walk you through all required paperwork in detail, but the most important thing to remember is that all new student employees must complete Federal Form I-9 in person in the Office of Human Resources before they can begin working.

**Please note: The Office of Human Resources must see the original, unexpired documents in person to complete this form. If you are planning on finding a student employment opportunity, you should bring [original documents from the accepted documents](#) list to campus. We are not able to accept photos or photocopies for I-9 processing.**

### 3. Do I need to have a federal or state work study award to work on-campus?

No. While we have a handful of jobs that require a work study award, most on-campus jobs do not require work study. More information about understanding work study awards is available in the Explore Student Employment module of the [Student Employment Preparation & Badging course](#).