STUDENT EMPLOYMENT

Federal Work-Study
If you wish to earn a portion of your educational expenses and can demonstrate financial need through the FAFSA, you may qualify for the Federal Work-Study program. Earnings under Federal Work-Study are not credited to your account. You will receive a paycheck every two weeks based on the number of hours you have worked.

Eligible students are paid competitive hourly pay rates, starting at least Federal minimum wage for freshman students, with regular pay increases as the students progress. Students work at jobs on campus assigned to them through the Student Employment Office. A number of off-campus community service jobs are also available through summer programs. The Financial Aid Office determines the number of hours you may work, based on your award value. Your exact work schedule should be designed flexibly so it won’t interfere with classes.

A Federal Work-Study award normally requires approximately 9 hours per week during the academic year. You must assume a normal employer-employee relationship under the program. If you fail to assume this relationship, you may lose your Federal Work-Study award.

Student Employment Services
Departments and offices on campus hire a number of students each year in such areas as Academic and Administrative offices, Campus Recreation, Campus Libraries, the annual Phon-a-thon, Admissions, the Student Center and SODEXHO Dining services. Current listings can be viewed at www.creighton.edu/studentemp. All off-campus jobs, including part-time, internships and full-time jobs, are posted through the Creighton Career Center (www.creighton.edu/careercenter). At the time of hire, all U.S. students employed on campus must be prepared to complete a Federal I-9 Employment Eligibility Form. Be prepared to show a valid ID and a document that proves your eligibility to work in the United States. The most commonly acceptable documentation is an original Social Security card or Birth Certificate or U.S. Passport. International students must show U.S. Visa with I-94 and I-20.