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 a pay increase as a student progresses. 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 financial aid package. 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

Jobs4Jays, powered by Handshake, is the online career management system for Creighton University students, alumni and employers.

Departments and offices on campus hire students each year in such areas as academic and administrative offices, campus recreation, campus libraries, the annual Phon-a-thon, Admissions, the Skutt and Harper Centers and SODEXHO dining services. Current on campus listings as well as all off-campus jobs, internships and full-time jobs can be viewed at Jobs4Jays (https://www.creighton.edu/careercenter/jobs4jays).

At the time of hire, all U.S. students employed on campus must complete the 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.