

PURPOSE AND FUNCTION

The Purpose of On-Campus Student Employment

Employed in virtually all departments, students are a vital part of Chapman University's work force. Students work in positions covering all aspects of University functions: research, administration, information systems and technology, library, athletics and tutoring to name a few. Student positions are broad and range from trainee level to supervisory and to higher research and technical positions. On-campus student employment represents an important financial resource to assist students in earning funds to offset the cost of a university education while also providing a valuable work experience.

Student Employment Services works with student hiring managers within departments, schools and colleges to create on-campus employment opportunities based on the following principles:

- The student work experience enhances the educational development and growth of students by providing work-related learning experiences.
- The student work experience provides professional and/or practical training in major areas of student academic pursuits.

The Function of Student Employment Services

- Maintain a centralized online student job database for the following on-campus job types: federal work study, non-work study and graduate assistant work.
- Process all required documentation for the hiring of student employees. This includes:
 1. Notice to Employee Labor Code section 2810.5 Form **and**
 2. Student Employment Agreement Form **and**
 3. Department of Homeland Security's U.S. Citizenship and Immigration Services' Form I-9 (Employment Eligibility Verification) **and**
 4. View original and unexpired documents to prove identity and work authorization documents(s) to satisfy the Form I-9 requirements **and**
 5. The Internal Revenue Service's Form W-4.
- Collaborate and work in conjunction with the Payroll Office to resolve student information variances.
- Provide employee relations guidance and assistance to hiring supervisors and student workers.
- Monitor current student employee's eligibility and federal work study earnings.
- Assist hiring supervisors with information regarding federal work study balances and when a student has changes in his/her eligibility to participate in on-campus employment.
- Inform the Chapman University community of applicable policies and/or regulations.
- Ensure that Chapman University remains in compliance with various federal, state and institutional regulations.