



5700 College Road, Lisle, IL 60532

**UNDERGRADUATE AND GRADUATE STUDENT
ON-CAMPUS
EMPLOYMENT REFERENCE BROCHURE**

**FOLLOW THESE EASY STEPS TO FIND AN
ON-CAMPUS JOB**

1. View web site www.ben.edu

Click on “**About**”

Then click on “**Work at Benedictine**”
(bottom of page, under “Quick Links”)

Click on the “**Student Employment**”
heading

2. Contact the hiring supervisor to discuss the position that is of interest to you or discuss the position you have selected.
3. Hiring decisions are made within each department.
4. When hired, please come to the Office of Human Resources, Lownik Enrollment Services Center to complete the hiring process. Please see *Hiring Process Instructions* for further details.

NOTE: Students are not eligible for student employment unless they are currently registered for class(es) in the current term OR the next upcoming term.

HIRING PROCESS INSTRUCTIONS

NOTE: Human Resources is unable to process a student worker without a hiring form or acceptable I-9 documentation.

- Hiring Form (provided by hiring supervisor) and Student Packet (HR)
- Complete Federal and State Tax Forms (W-4's)
- Confidentiality Agreement (HR)
- I-9 documentation (HR) - **A complete list of acceptable documents is available on the reverse side of this flyer. Original documents are required.**
- Photography Release (HR)
- Review Policies (HR)
- Safety Training Module (Online)
- Sexual Harassment and Discrimination Training Module (Online)
- Student Packet (HR)

WORK HOURS (NON - INTERNATIONAL STUDENTS)

Undergraduate students may work up to 20 hours per week (maximum number of hours between all positions held) during the fall and spring terms.

Graduate students may work up to 20 hours per week (maximum number of hours between all positions held).

During the winter, spring and summer breaks, undergraduate/graduate student employees may work up to 35 hours per week between all positions held.

INTERNATIONAL STUDENTS WORK HOURS AND REQUIRED DOCUMENTS

International student employees (undergraduate and graduate) with a current Benedictine University I-20 or DS-2019, may work up to 20 hours per week, on campus only.

Students may not work more than 20 hours per week, across all on-campus positions, during the academic term.

During the winter, spring and summer breaks, undergraduate/graduate student employees may work up to 35 hours per week between all positions held.

Required documents:

- Unexpired Passport
- Valid Form I-20 or DS-2019
- Form I-94: Arrival/Departure Record (<https://i94.cbp.dhs.gov/>)
- Social Security Number - International students may apply for a social security number after receiving an employment offer in writing.
- Off-campus employment, for example a paid internship or practical training, must be authorized by International Programs and Services (IPS) before the employment begins. Working off-campus without prior employment authorization will result in a loss of visa status.

PAYROLL

Paychecks are mailed to your home address if you do not have direct deposit.

For your convenience, direct deposit instructions and/or payroll schedule may be obtained from Human Resources or the Payroll Department (Suite 102) in Lownik Enrollment Services Center.