

Student JOB “How-To”

Where Are Jobs Listed?

Jobs are listed on WorkLink, the online job search management tool for student employment, FWT and other work opportunities for students. From the [Student Resources](#) page of the Bennington website, select WorkLink, under the FWT and Career Development section, and follow the login instructions on the page. Once in, select the “Campus Jobs” shortcut.

What Paperwork?

To be hired, you need an Authorization Form. When you arrive on campus, come to the Business Office (Barn 101) with identification (a passport, or a combination of a Social Security card or birth certificate, and picture ID such as a driver’s license), to complete I-9 and W-4 forms (for U.S. citizens and residents). International students should check in with the international student advisor in the Student Life office. Once this paperwork is done, you’ll be given an Authorization Form.

Now, How do I Apply for Jobs?

New students:

1. New first-year and transfer students with Federal Work Study (FWS) allocations and international students with “regular employment” allocations in their aid awards, complete the online student employment application sent over the winter.
2. Employment coordinators in each department will make the final selection for positions.
3. If you are hired, you’ll give your Authorization Form to the employment coordinator for completion and you can begin work.

As a new student you should follow the same procedure as returning students **IF**:

- You did not complete the employment application in the winter by the deadline
- Your financial aid award does not include a FWS or regular employment allocation.

Returning students:

1. Complete the online student employment application and review “Terms and Conditions of Employment,” which are both in the Document Library of WorkLink.
2. Upload the application to the “Documents” section on WorkLink and use this to apply online to any campus jobs listed on WorkLink. Note that some positions may require other information (such as a resume), skills, or experience.
3. If interested, an employment coordinator will be in touch with you to set up an interview.
4. If you are hired, give your Authorization Form (sent to your College mailbox at the start of term) to the employment coordinator for completion, and you can begin work.

What if I am/am not Federal Work-Study eligible?

Only students with Federal Work-Study (FWS) in their financial aid awards are eligible for jobs paid on the Federal Work-Study payroll, but other students can be paid through the non-FWS payroll known as “regular pay.”

How Many Jobs May I Apply For?

Apply for more than one job. You may not be hired for the position that’s your first choice, particularly in your first term at Bennington. Stay in touch; a job you want may open up later or in another term. **You are not guaranteed a job.**

What Are the Hourly Rates of Pay?

Pay for student jobs is \$8.46 per hour. There are some positions available for \$8.61 per hour.

How Many Hours Can I Work?

Some jobs require an equal number of hours each week; others may be short-term, or vary according to the workload. Students work an average of 5-6 hours per week in a term; however you may work up to an average of 9-10 hours per week. **You cannot earn more than \$1,150/term.**

Can I Have More Than One Job?

Yes. For each separate job you take, the employment coordinator must complete an Authorization Form, which establishes that you’ve been hired at a specific pay rate. Get additional forms from the Financial Aid Office, Barn 104 (FWS), or Payroll Office, Barn 101b (regular employment).

How Do I Get Paid?

1. The employment coordinator will complete your Authorization Form and return it to the Financial Aid Office (if FWS payroll) or Payroll Office (if regular payroll).
2. Financial Aid or Payroll will then send timesheets to your employment coordinator. As your work during the term, complete your timesheets showing the hours you have worked during the current (usually two-week) pay period. Make sure your timesheet is submitted each pay period, by the payroll deadline. A payroll schedule is sent with your timesheet packet.
3. Your paycheck is sent to your College mailbox or you may have your check direct deposited in your bank account.

Can I Do FWS During Field Work Term (FWT)?

Federal Work-Study funds are not often available during Field Work Term. If the funding is available, however, some students may work off-campus at local non-profit organizations which offer specific Federal Work-Study positions. Check in November with the Financial Aid Office.

Are My Earnings (even FWS) Taxable?

Yes. Student earnings, including Federal Work-Study (FWS) earnings, are considered earned income and are therefore subject to all applicable taxes.