

# On-Campus Student Employment



- Students working on campus are funded by Federal Work-Study or the hiring departments.
- All students can work on campus.
- Students typically work between 4-8 hours/week.
- Students are paid \$12.55, \$12.80 or \$13.25 an hour based on the position.
- Students must apply and interview for positions. We do not place students in jobs.
- Examples of departments who hire students include Athletics, Student Life, Marketing, IT, Library, Career Education, Fine Arts, and Academics .
- In many cases, students return to the same departments from year-to-year; adding responsibilities.
- Most students find jobs in September; it is more difficult to find a position in the spring semester.

## Federal Work-Study (FWS) Facts:

- FWS is a financial aid award that gives students the option to work part-time on campus.
- Students must submit a FAFSA to be considered for FWS. Questions? Contact the Student Financial Services Office at 802.654.3243 or [finaid@smcvt.edu](mailto:finaid@smcvt.edu).
- Students must work to earn their award.
- All jobs are posted and students must apply for the opportunities.
- Students keep all earnings. If students do not earn their full award, the money is forfeited.

## Benefits to Working On-Campus

- Gain Experience in a Professional Environment
- Opportunity to Apply Classroom Learning
- Hone Transferable Skills
- Explore Career Interests
- Convenient & Accessible Way to Earn Money
- Build Stronger Relationships with Faculty & Staff

SMC Hires Over 300  
Students Each Year!

## How to Find a Job



Handshake is the recruiting platform that we use to post on and off campus jobs and internships. All registered students have access to Handshake.

- Log into Handshake using your MikeNet credentials.
- Complete your Profile and add your skills.
- Click “Jobs” at the top of the home page.
- Search “Saint Michael’s College On-Campus Student Employment” or click the filter button “On-Campus”.
- Review details for each student requisition including descriptions, qualifications, schedules, rates of pay & location.
- You will need to have a resumé to apply for positions. (It’s a good idea to use a pdf version.)
- Apply for all positions for which you are qualified, not just for one position.
- Don’t be afraid to follow-up with the hiring supervisor to indicate your interest in jobs.
- Questions? Contact Sasha Keck, Coordinator of On-Campus Student Employment, [skeck@smcvt.edu](mailto:skeck@smcvt.edu).

## So You Need a Resumé?

Are you interested in working on campus and are new to applying and interviewing for positions? Need to write a resumé or cover letter? Check out the resources available on Resumé & Cover Letter writing on the mySMC portal or on the web at <https://www.smcvt.edu/outcomes/career-education/tips-tools-resources>.



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CAREER EDUCATION