

# On-Campus Student Employment

## SMC Hires Over 300 Students Each Year

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 \$14.01, \$14.30, or \$14.80 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 giving 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 in Handshake 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 and strengthen transferable skills.

Opportunity to apply classroom learning.

Explore career interests.

Convenient way to earn money.

Build stronger relationships with faculty and staff.



## 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 St. Mike's email and password.

Complete your Profile and add your skills.

Click "Employers" on the left side of the home page.

Search for "Saint Michael's College On-Campus Student Employment" and click on "View All."

Review details for each student requisition including descriptions, qualifications, schedules, rates of pay and location.

You will need to have a résumé 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 the job.

**Questions?** Contact the Boucher Career Education Center at: [careereducation@smcvt.edu](mailto:careereducation@smcvt.edu).

## So, You Need a Résumé?

Are you interested in working on campus and are new to applying and interviewing for positions?  
Need to write a résumé or cover letter? Want to learn to interview well?

Check out the career resources at: [smcvt.edu/resumes](https://smcvt.edu/resumes)