Where is the Student Employment Office located?
Student Employment is part of Human Resources and is located in John Wesley Hall, Room 204. Hours of operation are Monday through Friday, 8:30 AM – 5:00 PM. You can call us at 540-365-4596.

How do I find a job?
New students: You may log onto your Panther Tracks account & click the link to Apply for Student Employment Returning students: You may log onto your iAssistant account & click the link to Apply for Student Employment

But I’d rather have Student Employment assign me a job. Will you?
No. You CANNOT be assigned to a Work-Study or Student Labor job. It is your responsibility to pursue and win the job if you expect to work.

What’s the difference in a Work-Study job and a Student Labor job?
Work-Study is a need-based program with funds made available as part of a student’s financial aid package. The Ferrum College Work-Study Program provides part-time employment opportunities, arranged around class schedules, to students who need the earnings to help meet the costs of their postsecondary education. Federal Work-Study funds, Ferrum College’s required matching funds, and a significant amount of additional funding provided by the College combine to make one Ferrum College Work-Study Program (FCWSP). FCWSP complies with Federal Work-Study Program requirements and encourages participation in community service activities.

Student Labor is not associated with the need-based Work-Study Program. Available positions typically have additional requirements such as certifications or a more rigorous and/or higher level of responsibility than Work-Study positions. These non-Work-Study positions are paid solely with Ferrum College funds and are filled based on the specific employment needs of the College.

If I have a Student Employment job, will I actually get a paycheck or does my pay go directly to my student account?
All earnings for Work-Study and Student Labor go directly to the student.

If I already have a job and I would like to keep it next semester, may I?
If you are currently employed on campus and would like to keep that job for the upcoming semester, please contact your supervisor immediately to express your interest in retaining your job. It is the supervisor’s decision whether or not to allow you to retain your job.

I have a job already but I don’t like it. May I apply for a different job even though I’m already working?
Yes, you may apply for any opening at any time. However, remember that some supervisors may be reluctant to hire someone who “job hops.” This could be perceived as an indication that you aren’t reliable and could hurt your chances of getting the job you really want at some time in the future. Keep in mind that the supervisor of the job you want will be looking at your work history and doing reference checks with your former supervisors. Don’t change jobs just because you’re having a bad day—it will hurt you in the long run!
I have a Work-Study award but I don’t want to work all my hours this semester. May I carry my hours over?
No. You may not carry over an award.

What forms do I need to complete so I can start work?
You must complete a state and a federal W-4 income tax withholding forms and an I-9 Employment Eligibility form. Go to your Panther Tracks account (new students) or your iAssistant account (returning students) to print them, fill them out completely and deliver them and your original identification documents, required on page 2 of the I-9 form, to the Student Employment Office. Failure to do so will mean you cannot work beyond 3 days. This is VERY IMPORTANT.

I’ve already completed those forms a couple of semesters back. Do I still need to fill them out?
No. If Student Employment already has them on file, you do not need to complete them again. Under certain circumstances, SE may contact you in January to update your W-4 forms. However, all incoming freshmen and returning students who have not had Student Employment before must complete them.

But I forgot to bring my social security card or birth certificate—is it OK for someone at home to fax it to you?
No, we are required by federal law to see original documents. You must have the required documents with you on your first day of work. See page 2 of the I-9 form for a list of acceptable documents.

What will my hourly pay rate be?
Incoming freshmen and returning students who have not had Student Employment before will be paid $7.25 per hours.

What benefits do I get?
As a Student Employee you do not receive benefits such as paid sick leave, vacation, or holidays.

When will I receive my paycheck?
You will be paid on or near the 15th of the month and again on or near the last day of the month

How will I get my check?
Your paycheck will be in your campus mailbox by 9:00 AM on payday. If payday falls on a weekend, you will be paid on the Friday before payday.

What if I’m away from campus for the holidays or I’ve already left for the summer?
You will receive your check before you leave for the winter holidays. Your final check of the academic year will be mailed to your legal permanent home address. Please make sure the Student Employment Office and the Registrar’s Office have your current home address. All address changes MUST be made through the Registrar’s Office.

Do I really have to turn in a timecard every week? It’s a lot of trouble and I keep forgetting to do it!
Yes, unless we have your timecard for the previous week by 4:30 PM on Monday, that timecard will not be processed until the next payroll. We can’t pay you on schedule unless your timecards are submitted by the date on the Payroll Schedule. You MUST submit a timecard to get paid.
What if I didn’t get a timecard to fill out?
Contact your supervisor immediately for a replacement. It is your responsibility to make sure you have a
timecard at the start of each week.

How many hours per week am I permitted to work?
Because Ferrum College wants to ensure that you have a good balance of school, work and fun, we will not
permit Student Employees to work more than 20 hours per week.

My supervisor has a rush job for me to do and I really want to lend a hand. May I skip class—
just once—to help out?
No. You may not work during regularly scheduled class times.

So, how about if I volunteer to help out instead of getting paid—than may I do it?
No, under the rules of the Federal Fair Labor Standards Act, we can’t accept volunteer work from any paid
employees, including students.

I have a Work-Study job but my supervisor won’t let me study while I’m there. Can’t he get in
trouble for this?
The term “Work-Study” does not mean the student can study on the job. “Work-Study” describes this Federal
program which gives students a way to work to obtain funds while attending (studying at) Ferrum College. Your
supervisor has every right to expect you to perform your job responsibilities in order for you to get paid.