

Student EMPLOYMENT

UF OFFICE FOR STUDENT FINANCIAL AFFAIRS

Looking for a job? Student Financial Affairs' (SFA) Student Employment Office in S-107 Criser Hall (open Monday–Friday, 8:00 a.m. to 5:00 p.m.) helps enrolled students find part-time employment through various job programs. Employment enables students to cover part of their expenses while attending school, and studies show that work has positive effects on students' overall academic achievements. Almost every UF department employs students part-time, and job opportunities exist for all students whether or not they are eligible for financial aid. Jobs offer students work related to their skills, academic or career fields, and experiences or interests, and often help with career choices. Duties range from those demanding special research skills to those requiring only the willingness to work. UF offices and Gainesville area businesses list positions with the Student Employment Office.

What Job Programs Are Available?

The Student Employment Office assists students with work issues on campus and coordinates several work programs: Federal Work-Study (FWS), the state-funded Other Personnel Services (OPS) program, and off-campus jobs. Another work program, Cooperative Education (CO-OP), is administered by the Career Resource Center in the Reitz Union.

How to Find and Apply for a Job

1. **Start Early.** Jobs are available throughout the year, but the best time to find one is at the beginning of semesters.
2. **Check for Jobs**
 - **On-Campus Jobs.** Go to <http://jobs.ufl.edu>
 - **Federal Work-Study (FWS).** FWS is a federally funded, need-based student work program (including Federal Community Service) awarded by SFA.
 - **Other Personnel Services (OPS).** OPS employment, an institutionally/ state-funded program, is not based on need. Application is open year-round.
 - **Off-Campus Jobs** (non-UF employment). Go to <http://www.sfa.ufl.edu/job.html>.
 - **At Specific Departments.** Check for open positions in your department or other areas that interest you.

S-107 Criser Hall • P. O. Box 114025 • Gainesville, FL 32611-4025 • (352) 392-1275

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3. **Get a *UF Work Permit* to take to all interviews.** Students are required to have a *UF Work Permit* to work on campus. The *UF Work Permit* indicates the number of hours a student is authorized to work if employed as student OPS. For FWS students, the permit also indicates the amount of money a student is allowed to earn for the academic year. *UF Work Permits* are issued by the Student Employment in S-107 Criser Hall. To get one, you must show a picture ID. If a department would like to obtain a *UF Work Permit* for a student, they may call (352) 392-0296 and ask to have one sent to the department.

What Do I Do After I Am Hired?

Take your work permit to the department payroll processor who hired you. They will have you complete the paperwork required to be added to payroll.

When and how will I be paid?

As a student FWS or OPS employee, you will be paid at least minimum wage. Your salary will range upward according to your skill and experience and the hiring department's budget. FWS and OPS employees are paid bi-weekly. Off-campus employers are responsible for their own wage rates and payroll procedures.

How will my work hours be scheduled?

Employment should not interfere with your educational goals. Most students work 10-20 hours weekly. You and your employer should cooperate on the hours you work: most jobs allow you to arrange your schedule around your classes. The number of hours FWS students may work also depends upon their financial need. For OPS jobs, hours and salary will depend on the hiring department's budget and need. **Students are not permitted to work during scheduled classes or exams.**

Can I Work More Than 20 Hours Per Week?

If you need to work more than 20 hours per week, you must complete a *Student Employment Petition*. You may pick one up from Student Employment in S-107 Criser Hall or download one from www.sfa.ufl.edu/pub/forms.html.

The University of Florida is committed to equal treatment of students without regard to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, or veteran status.

This document is available on request in alternative formats. Call SFA's phone line for students with disabilities: (352) 392-1272 (V/TDD).

Produced by UF Office for Student Financial Affairs' Information/Publications Section, S-102 Criser Hall.

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