College Years Employment
Navigating student employment at Whitman
Fast Facts - Student Employment

- Many students work on campus during their time at Whitman!
  - Approx 2/3 of our students work on campus each year
- Some of our largest on campus employers
  - Club Sports/Fitness Center
  - Admission Office
  - Academic Resource Center
  - ASWC (Associated Students of Whitman College)
  - Bon Appetit (dining center)
  - Outdoor Program
Work Study at Whitman

- Approximately 40% of our students have work study as part of their financial aid award each year.

- Work study is offered to students with financial need, based on the FAFSA.

- While other forms of financial aid (like scholarships, grants, and loans) are given to a student in a lump-sum to cover costs, work study is earned over time.
  - work study wages are paid directly to the student.

- Our maximum work study award is $3,000 per year.
  - with Washington's minimum wage, students can earn this working about 6-8 hours a week.
Work Study at Whitman

- All students can work on campus regardless of work study eligibility
  - However, since we award work study to help meet students' financial need, work study eligible students have priority consideration when applying for on campus jobs
- Whitman doesn’t assign students with work study to specific jobs, so students have the opportunity to apply for jobs that interest them
- Many employers have enough open positions to be able to hire students without work study after hiring qualified candidates with work study
Finding On Campus Jobs

- All on campus jobs are posted to Handshake, Whitman's online job platform.
- Positions posted to Handshake are visible to work study eligible students for the first two weeks, then visible to all Whitman students following that.
- On campus employers typically start posting jobs for fall semester on Handshake in the summer (July/August).
Accessing & Using Handshake

- You will receive access to your Whitman email soon. Please check your inbox daily for access.
- To access Handshake, you will gain access via automatic upload managed by our office in early summer.
- The platform has more than job opportunities; you can also find internships, virtual events, and engagement opportunities.
- You can make appointments with Student Engagement Center (SEC) staff via Handshake.
Job Search Resources the SEC Offers

- Staff members at the SEC are able to assist students with work opportunities.

- Resume reviews, LinkedIn profile reviews, cover letter reviews, interview practice, etc.

- Whitman Connect (post-college and networking)
The Logistics of On Campus Employment

- Students must complete employment documents (such as I-9 and W-4) prior to working, just like they would in any other job
  - if a student plans to work on campus, they should bring original documents needed to complete these forms to campus in the fall
  - Commonly used identification includes a passport or a valid photo ID paired with a birth certificate or social security card
- Students can complete these documents prior to being hired, so that they’re prepared to start working as soon as they find an on campus job. These documents can be found here.
The Logistics of On Campus Employment

- Once a student is hired, they are paid directly (usually via direct deposit) each month.
  - Their paycheck is based on the pay rate for the position and how many hours they work in the month.
- Students cannot work more than 19 hours a week while classes are in session.
  - During breaks and in the summer, students can work up to 40 hours a week.
Off Campus Employment

- Off campus employers use Handshake to list their job opportunities.
- Off campus opportunities are great for expanding available work opportunities and building connections in the Walla Walla community
- Looking for off campus opportunities can be especially helpful for students looking to secure jobs or internships in the summer
Do you have any questions for us?

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