

# WHITMAN

Walla Walla, Washington

*Work Study Jobs on Campus*  
Navigating student employment at Whitman



WHITMAN COLLEGE

[whitman.edu](http://whitman.edu)

# WHITMAN

Walla Walla, Washington

Career & Community  
Engagement Center  
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(509) 527-5183

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# 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
  - Library
  - Technology Services

# Work Study at Whitman

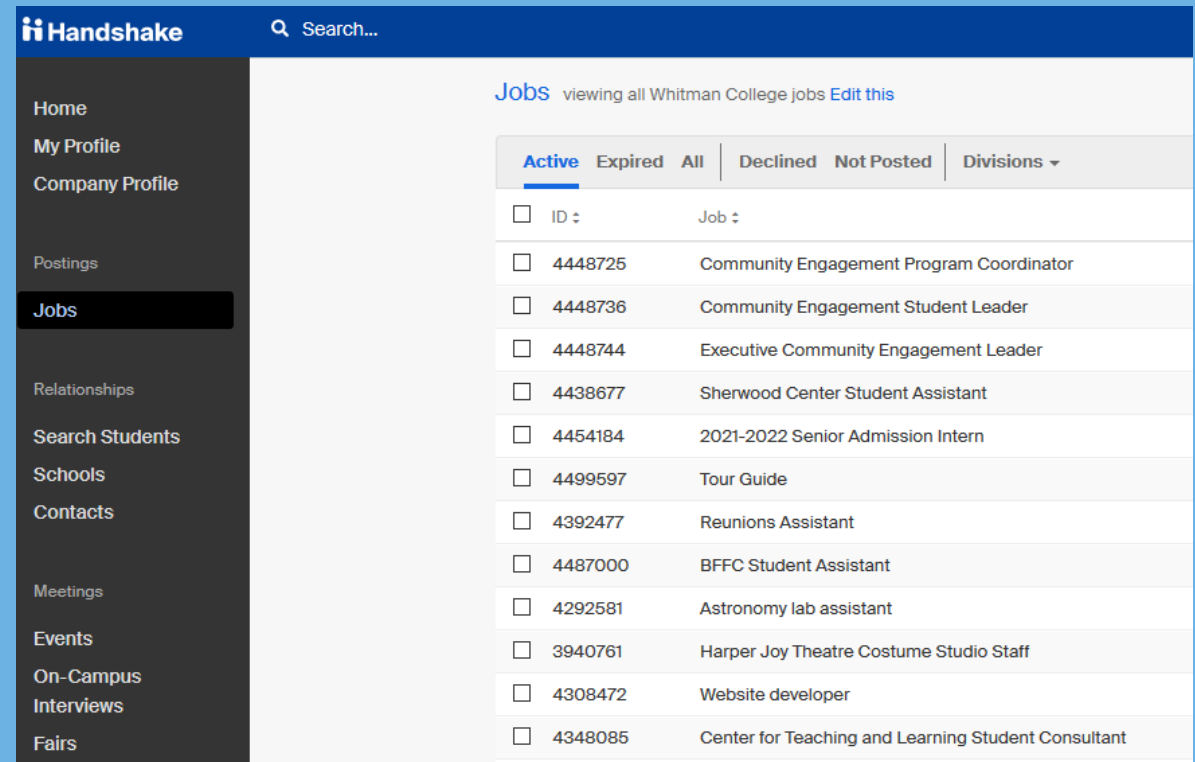
- Approximately 40% of our students have work study as part of their financial aid award each year
- Work study is offered to students with financial need, based on the FAFSA
  - if you've been awarded work study, it will be listed on your financial aid award letter you received at the time of your admission
  - if you have questions about your work study, or any part of your financial aid award, the Financial Aid Office is here to help!
- 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)
- Most campus hiring takes place during the fall semester with a very small number of positions posted during the spring



The screenshot shows the Handshake interface for Whitman College. The left sidebar contains navigation options: Home, My Profile, Company Profile, Postings, Jobs (highlighted), Relationships, Search Students, Schools, Contacts, Meetings, Events, On-Campus Interviews, and Fairs. The main content area displays a list of jobs under the 'Active' tab. The table below represents the data shown in the screenshot.

ID	Job
4448725	Community Engagement Program Coordinator
4448736	Community Engagement Student Leader
4448744	Executive Community Engagement Leader
4438677	Sherwood Center Student Assistant
4454184	2021-2022 Senior Admission Intern
4499597	Tour Guide
4392477	Reunions Assistant
4487000	BFFC Student Assistant
4292581	Astronomy lab assistant
3940761	Harper Joy Theatre Costume Studio Staff
4308472	Website developer
4348085	Center for Teaching and Learning Student Consultant

# Accessing & Using Handshake

- Once students receive access to their Whitman email (summer), they should check the inbox daily for an invitation to create their profile on Handshake.
- New student access will occur 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 in person events and workshops.
- You can make appointments with CCEC staff and career coaches via Handshake.

# Job Search Resources the CCEC Offers

- Staff members at the CCEC are able to assist students in finding work opportunities
- Resume reviews, Handshake profile reviews, cover letter reviews, interview practice, etc.
- First Year Career Coaches are assigned to each member of the incoming class



# 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 your 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 (more information can be found in the [Student Employment Handbook](#), page 8)
- 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

# 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 do also have the option to have some or all of their work study earnings paid directly to their Whitman Student Account each pay period
  - students sometimes do this if they've agreed with their family to use a portion of their work study earnings to contribute toward costs for tuition and room and board
  - this can be coordinated with Whitman's Student Payroll Office once a student begins working
- 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 and attend the BTS job fair each fall.
- 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

# WHITMAN

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## Do you have any questions for us?

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