The Student Employment Office, a division of the Financial Aid Office, assists all Vassar students in finding campus jobs. In order for a student to be employed legally by Vassar, certain documents must first be filed in accordance with federal laws. All students must file an Employee Withholding Allowance Certificate (W4) and an Employment Eligibility Verification Form (I-9) before they are allowed to start work. (See International student guidelines below.) Only full-time matriculated Vassar students may work in campus jobs through Student Employment. Financial Aid/Work Study students receive priority in job placement and are given pre-registration opportunities and a two week advantage during the fall and spring job registrations before all students can apply for positions.

Q: When and where can I register for Fall Jobs?
A: Fall Registration will begin at 12:00AM on Sept 4th. Only students who receive work study funds as part of their financial aid package will have access to the online registration board at this time. The on-line job registration application is found through Ask Banner: https://secure3.vassar.edu/studentjobapp/curjobreg/

To register you will select ONE of the following options:
1) Select ONE non-interview position on a first come, first served basis and get placed in the job immediately.
   A confirmation will be sent to your webmail.
2) Select up to THREE interview positions EVERY DAY and receive contact information for your interviewer in your webmail. You will need to contact them to set up an interview, they will not contact you.

Q: What if I do not have work study as part of my Financial Aid package?
A: You can also register online! For students who have a financial aid package, you can register beginning at 12:00AM on September 18, for students not on financial aid, you can access the job registration board at 12:00AM on September 25th through Ask Banner: https://secure3.vassar.edu/studentjobapp/curjobreg/ to apply for a campus job. The same job selection options listed above will apply.

Q: What if I don't like my job? Can I get a new one?
A: Yes! However keep in mind that the sooner you opt out of your position, the easier it will be for you to find another. If you are thinking of changing jobs, you will be able to review other open positions by logging on to the “Read Only” job site through Ask Banner after Sept 25th. This is updated nightly and may not be current when viewing. https://secure3.vassar.edu/studentjobapp/curjobreg/seir_search_parameters.php
First speak with your supervisor about your concerns and if it can’t be worked out, please ask him/her to remove you from their roster which will gain you access to reapply through the online job registration board.

Q: What if I don't get a position I interviewed for?
A: You can apply for three interviews each day. If you are not hired for any, go back on and apply for others. You will need to contact the department to set up an interview, do not wait for the department to contact you.

Q: What types of jobs are available?
A: Positions are found in almost every department and office on campus. There are over 1400 jobs available for students, ranging from gardening to office and research assistants. A job description of each open position is available on the job registration board.

Q: What are the typical work schedules and salaries like?
A: Freshmen can work an average of 8 hours per week, sophomores an average of 9 hours per week, and juniors and seniors an average of 10 hours per week. Individual schedules vary and are agreed upon by each student employee and his/her respective employing supervisor. Schedules are typically based on a student’s academic schedule and the department’s needs. The average rate of pay on campus is $7.50/hour. However, all students have an earnings limit; for freshmen this is usually $1,750; sophomores $1,960; juniors and seniors $2,180 per academic year unless otherwise stated in your financial aid package.
Q: How do I log my hours and when do I get paid?
A: Hours are logged through Banner online. You will need your Vassar ID number and your PIN to access the secure area of Banner Online:  https://banweb.vassar.edu:4433/vascb8/twbkwbis_P_WWWLogin  OR go to Ask Banner and Click on Banner Online to access the log in page.
Once logged in, select Employee Information and then enter Staff and Student Time Sheets and Supervisory Approval. Payroll is Bi-weekly (every two weeks): Web time sheets need to be submitted for approval every other Wednesday by 12PM (Noon). On the following Wednesday, you will either receive a check in your Vassar mailbox, or if you have signed up for “Direct Deposit,” the money will be deposited into your bank account. For more explicate details and the payroll calendar: Visit our Student Employment website: http://studentemployment.vassar.edu/students/index.html
- If you forget to submit your TS for approval you will need to stop into the Financial Aid/Student Employment Office and pick up a paper time sheet. Complete the hours you work and have your supervisor sign it. Return it to the SEO and you will be paid on the next pay cycle.

Q: How do I apply for direct deposit?
A: We strongly encourage all students to sign up for direct deposit. With direct deposit, the funds will be available to you the day the checks are issued and you will avoid: misplacing checks, having to go to the bank to cash your check, waiting for your check to arrive at home through snail-mail during breaks, etc. Forms are available in the Financial Aid Office. Please bring a VOIDED personal check from the bank you will be using for direct deposit or your bank routing number and account number. Direct Deposit takes effect on the second pay cycle after you turn in your form. After turning in your completed form, your first check will be sent to your Vassar PO Box and the second will be direct deposited into your bank account. Be sure to verify that the monies were deposited into the account on that first transaction. Your paystub will be available to view and print through Banner Online.

Q: Can I have more than one job?
A: In most cases, no. However, if you’re not working the maximum allowed number of hours per week then you may be able to sign up for a second position. Schedule an appointment to discuss the matter with someone in Student Employment. Both departments will need to send an approval to Student Employment.

Q: Can students stay and work during Winter, Spring and Summer Breaks?
A: Yes. Priority is given to international students on financial aid and students with high financial need. These earnings do not go toward the academic earnings limit. There are limited positions available and students register on line through Ask Banner. Students are expected to work the full break and full time (37.5 hours/week). Housing is available through Residential Life. All students with work study will be notified by e-mail prior to break job registrations.

Q: Can International students work on campus?
A: International students with an institutional employment allowance and an F-1 visa may work but will need to apply for a U.S. Social Security Number. This is coordinated with the Director of International Students, Andrew Meade. For further questions contact Andrew at: anmeade@vassar.edu or by phone: 845-437-5831. Complete the mandatory I-9 form and when you receive your Social Security number, please bring the original card to the Financial Aid Office to complete the W-4 form.

Q: As an international student, can I work prior to receiving a Social Security number?
A: Yes. However, prior to working you must complete the I-9 form in person with someone from our office. You can use your current passport as the supporting document. You cannot work until this form is completed. Once the I-9 form is completed, you will be able to work, but will need to keep track of your hours, as you cannot complete a web time sheet or be paid until your social security card arrives. Once you receive the card, stop into our office with the original and complete the W-4 form and your web time sheet will be activated. We will give you paper time sheets to record any hours you worked prior to obtaining your social security number. Once these are signed by your supervisor, we will issue a paycheck for the past pays. Note, you must secure a job prior to applying for a social security number

Q: Where is the Student Employment/Financial Aid Office?
A: We are located on the first floor, south wing of Main, Room 199. We are open 8:30AM – 5:00PM Monday - Friday

The Student Employment website http://studentemployment.vassar.edu/ contains other detailed information about student work at Vassar. We can be contacted via phone (x-5286) or email (stuemp@vassar.edu).