

**Bates  
College**

# Student Employment

**Welcome  
New Students!**

Congratulations and Welcome to Bates!

It certainly is an exciting time as you prepare to embark on a four year adventure here at Bates College. As you will soon discover, the Bates experience is considerably enriched by your direct involvement in campus life. If you are interested in being involved and active through campus employment, the Student Employment Office (SEO) is here to help you begin!

## Where Can I Learn About Student Employment Opportunities?

Your first stop: **The SEO website** <http://www.bates.edu/seo.xml> !!

Here you will find a list of all positions on campus. Reviewing these titles and descriptions will give you an idea of the variety of jobs offered. When classes begin, a list of positions available on and off campus will also be posted on the website. Once you possess your work authorization card, you will be able to browse the open positions and apply online! It could not get any easier!

Our website also provides U.S. Citizens or U.S. Permanent Resident students with off campus employment opportunities. For these positions, however, you will have to contact the supervisor via email or phone in order to find out more about the job.

Occasionally, faculty and staff members need students to complete one-time or short-term tasks for special projects or functions. They contact these students through a special listserv. You can be part of this listserv by sending an email to:

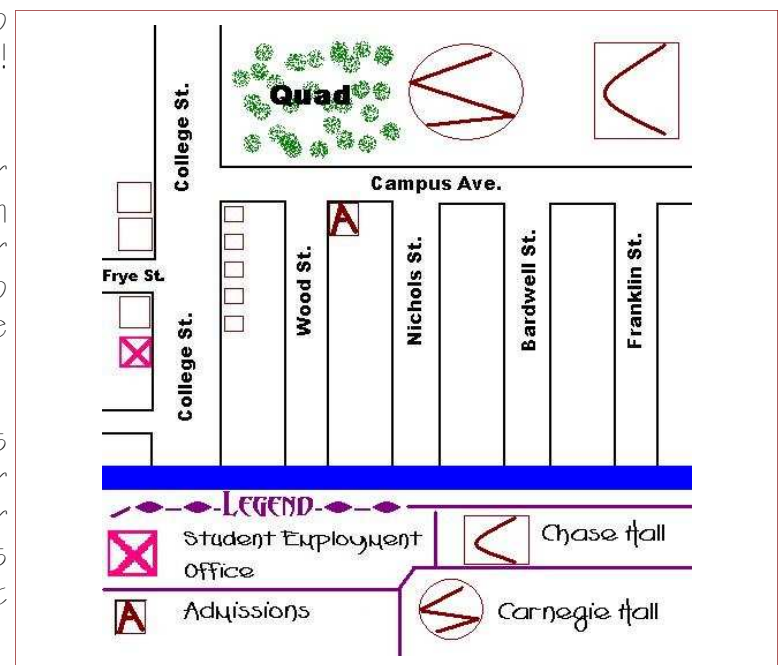
[mailman@lists.bates.edu](mailto:mailman@lists.bates.edu)

with the following in the **body** (leave the **subject line blank**) of the text:

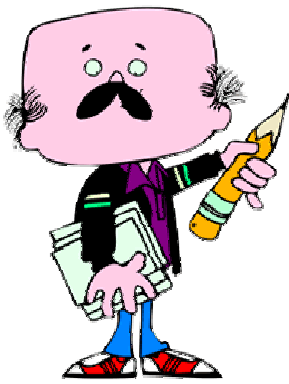
**subscribe seo-oncall**

Please note, even jobs posted through the on-call list require you to have your work authorization card.

The SEO website also provides information about **federal work study**. For those of you who are eligible, hop online and learn more!



**Location of the Student Employment  
Office on Campus**



Bates College

# The Paper Work

## Actions You Must Take Before Applying!

(Please Note: You cannot apply for jobs until September 9th, 2009)

### Tax Forms

Before anything, you must fill out Federal W-4, Maine W-4 and I-9 Forms. From 9:00 a.m. to 1:00 p.m. on September 5th SEO staff will

specifically be available to assist you with these forms. If you are unable to fill out these forms on that day, you can always stop by the Student Employment Office Monday through Friday from 8:00 a.m. to 4:30 p.m.

When filling out these forms you MUST bring one of the following original documents with you, (copies of these documents will not be accepted):

- Passport (unexpired)
- U.S. Social Security Card
- Birth Certificate

### Direct Deposit

You will also be asked to sign a Direct Deposit Agreement. At Bates College, everything you earn is directly deposited to a bank account— no checks! If you have an existing account you may use that account. If not, TD Banknorth will be offering its services on September 5th. Please keep in mind that we will need the following information: **bank name, bank routing number and your personal account number** (this is not your debit card number) to set you up with direct deposit.

### WAC

After completing all of the forms, you will receive your Work Authorization Card (W.A.C). With this, you will be able to apply for any job on campus. All you have to do is present this card to your employer when they interview you for the job. Without possession of your WAC you may not apply for any job on campus, so do not forget to bring your original documents to school and fill out the required paper work!

#### STUDENT WORK AUTHORIZATION CARD

Name: \_\_\_\_\_  
 Class: \_\_\_\_\_  
 Box#: Bates College  
 ID#: \_\_\_\_\_

**This card verifies that the paperwork required for employment at Bates College is complete. It must be presented to the hiring supervisors for employment.**

### From Experience...

Although you may not have plans right now to work on campus, Bates Students have found it is MUCH easier to bring your original documents with you during orientation and complete the paperwork during this time before an actual desire or need for a job arises. Keep in mind, once you complete the paperwork and receive your WAC, you never have to go through the process again! You simply keep the card for all four years, permitting you to apply for jobs on campus at any time! So print this sheet out, use it as a reference, and remember to prepare yourself for employment opportunities at Bates!

SEO Website:  
[www.bates.edu/se0.xml](http://www.bates.edu/se0.xml)

There are 3 steps you need to take prior to working on campus:

Complete your Tax Forms

- Federal W-4
- Maine W-4
- I-9 (Passport or Social Security Card or Birth Certificate)

Sign a Direct Deposit Agreement

Get your Work Authorization Card (a.k.a. W.A.C.)