The Bates Student Employment Office
Basic Steps to Getting an On-Campus Job

Congratulations and welcome to Bates!

The Bates experience is considerably enriched by students’ direct involvement in campus life. If a student is interested in being actively involved at Bates through on-campus employment, this informational letter about student employment will help them learn more about the process.

The Student Employment Office (SEO) Website (http://www.bates.edu/student-employment/) is a guide through the entire student employment process at Bates. Information provided on the site includes explanations about paperwork that must be completed before students start working, all available job postings, rules and regulations for an on-campus student worker, and more.

How can I find a job?

- **Peruse On-Campus Job Descriptions:** Students are encouraged to explore the list of all student positions that have previously been offered at Bates. Although not all of these positions will be available for application, reviewing the position titles and descriptions can give students an idea of the variety of jobs offered on campus. http://www.bates.edu/student-employment/real-jobs/

- **Off-Campus Employment Opportunities:** U.S. Citizens and U.S. Permanent Residents are eligible to work off-campus. All off-campus positions require students to contact the employer directly to learn the specifics about the job: http://www.bates.edu/student-employment/off-campus-positions-available/

- **SEO On-Call Email Listserv:** Students who subscribe to the SEO on-call listserv will be immediately notified when positions are available for application. They can subscribe to the listserv by following the link: https://lists.bates.edu/mailman/listinfo/seo-oncall

When can I apply for jobs?

- **On the first day of classes,** a list of available on-campus positions will be posted on the SEO website. Students apply for these positions via the SEO website. Students who are serious about obtaining an on-campus position are encouraged to apply for positions within the first two weeks of the semester. However, students are free to apply for a job at any point in the year if there is an opening.

- **Federal Work Study** eligible students should apply for jobs in the first 2 weeks to benefit from their title. Although all students can apply for positions, supervisors are asked to consider qualified, work-study eligible applicants before non-work study applicants.

What’s there to lose?

Although students might not have plans to work on campus right away, the Student Employment Office strongly advises that they bring the original documents needed for the BWC paperwork just in case their desire or need for a job arises in the future!
How Can I Get a Bates Work Card?

When students are offered an on-campus job, they must go to the SEO to get their Bates Work Card (BWC). The BWC is a document that demonstrates students’ eligibility to work in an on-campus position at Bates. In order to get a BWC, students must complete the following four documents:

1. Federal 1-9
2. Federal W-4
3. Maine W-4
4. Direct Deposit Agreement

The Federal I-9 Form
To complete this form, students must bring an original (*not a copy*) identification document. This could be:

- A Passport (unexpired)
  or
- A U.S. Social Security Card AND Government Issued Photo
  or
- A Birth Certificate AND Government Issued Photo
- OR any other documents listed on the back of the I-9 Tax Form

Tax Forms
Students must complete the Federal W-4 and Maine W-4 form. They must know their social security number to fill this out.

Direct Deposit Agreement Form
Students must complete a Direct Deposit Agreement Form. Instead of issuing checks, all student earnings will be directly deposited into the student’s bank account.

- Information students need to fill out this form include: bank name, bank routing number and personal account number (this is not your debit card number).
- Students who would like to set up an account with TD Bank (ATM locations on campus), representatives will offer their services on campus during orientation.

Bates Work Card
After completing all four forms, students will have access to their electronic Bates Work Card (BWC).

- Federal Work Study or Bates Work Study will be identified by a “WS” at the bottom right of the card.
- Although all students can apply for positions, supervisors are encouraged to consider qualified, Work Study eligible students first.
- Students can only begin to work once they have their BWC. Therefore, it is extremely important that students remember to bring their original documents and banking information to Bates to complete paperwork at the SEO.