

# Student Employment

Southwestern Adventist University is committed to providing a campus job to any student taking six or more credit hours. Students apply for a job by contacting the **Student Employment Office**. Many campus jobs will require that the student arrange a class schedule that will allow them to work all morning or all afternoon each weekday. Campus employment requires completion of the Federal I-9 form once the student has made arrangements with a department to work. The I-9 form MUST be turned in before the student can begin working. A student should be prepared to show documentation of identity and employment authorization. Original documents are mandatory, copies will not be accepted. Students will submit I-9 documentation to Campus Service.

Departments that hire students include:

- Academic Departments
- Administrative offices
- Building maintenance
- Cafeteria
- Custodial
- Grounds
- KGSW Channel 18.1
- Laboratories
- Library
- Media services
- Radio Station 88.3
- Residence Halls
- Security
- Switchboard

Students who have a balance on their school bill can receive up to 20% of their paycheck. Students receive their school compensation through direct deposit at regularly scheduled payroll periods processed by the Business Office at regularly scheduled payroll periods. All students must submit their direct deposit information on Portal before they begin working.