

Bard College

Student Employment, Physical Plant (B&G) Room 200E

seo@bard.edu, 845-752-4796

Work Study & Campus Employment FAQ

1. How do I find a Work Study or Campus Job?

- **To search for Work Study and On Campus Employment, go to:** bard.joinhandshake.com and: Sign in for the first time by using your @bard email address; click "Next". **Most Bard students have been pre-registered in the database. Once logging in with your email you will be prompted to complete the rest of your profile.**
- **Include as much information in your profile as possible.** Handshake will match you with jobs and internships based on your profile information; however, you will still be able to conduct your own searches.
- **Once you have completed your profile, you will be able to search for Campus/Work Study jobs:**
 1. In the left hand toolbar, click on "Jobs"
 2. Click on "All Filters". Under Job type click on "Part-time" and "On campus" then click "Show Results"
 3. You will then see all of the current Campus and Work Study jobs.
- **For most jobs, you will need to have a resume uploaded to your profile in order to apply.** For others, you might also need to upload cover letters or other documents. You will not be allowed to apply for jobs unless you have the required documents uploaded.
 1. You can easily upload documents by clicking on your initials in the upper right hand corner then go to "My Documents".
 2. Contact cdo@bard.edu if you would like assistance writing a resume or cover letter.
- **Each job will have its own information/description explaining the position.** You must apply directly to any/all positions you are interested in. You will apply either by clicking "Apply" or by following any other instructions provided within the job description instructions.

2. What is the difference between a Work Study and a Campus Job?

The only difference has to do with your financial aid package. If you were awarded Work Study as part of your financial aid, then you are eligible for both work study and regular campus jobs. If you **were not** awarded work study, then you are able to apply for only the campus jobs that do not require you to have work study. If the job only accepts work study eligible students, Handshake will prevent you from applying. The jobs will specify if they accept both work study and non-work study students in the job description or application instructions.

3. When is the best time to look for a job?

Most campus and work study jobs are posted on Handshake at the beginning of each semester. Be sure to check Handshake often during the first few weeks of the semester.

Please note that the Career Development Office (CDO) does not post these positions. On campus employers post their own jobs on Handshake.

4. If I'm not finding jobs on Handshake, what can I do?

The best approach to finding a campus job is to use Handshake and also stop by or email places you are interested in working. If you don't see something listed on Handshake, make an outreach to that office and ask if they'll be hiring. Ask around as much as possible - it's ok to inquire about campus jobs with faculty, area coordinators, deans, administrative offices, and other areas around campus. As a last resort, you can also contact the Student Employment Office to be added to the list of students still looking for on-campus employment (seo@bard.edu).

5. I don't really know where I want to work on campus. What are the places that usually hire students?

Many offices at Bard offer jobs on campus, and most of them post on Handshake. These include:

The Nursery School	Admissions Office
The Children's Center	Alumni/ae Affairs Office
Fisher Center for Performing Arts	Residence Life
Audio Visual Department	Helpdesk/Henderson Computing Center
Student Activities Office	Center for Curatorial Studies/Hessel Museum
Student Resources Group (SRG)	Horticulture Department and Arboretum
Office of Sustainability	Several Academic Departments
La Voz Magazine	Conjunctions Literary Journal

There are also some places on campus that don't always post on Handshake because they get so much interest. For these places, you should reach out to them directly or stop by their office to inquire about jobs. They include:

The Library	Post Office
The Gym	Bookstore
Bard Prison Initiative	Parkhurst
Buildings and Grounds	Bard Farm

Lastly, faculty will hire students for research projects, office assistance, and more. If you get to know your professors, ask them if they have any jobs available for students.

6. How do I apply for jobs?

All jobs have their own application process that will be indicated in their description on Handshake. Most ask for a resume, some also ask for a cover letter, and others just ask you to complete a paper application. The Career Development Office (CDO) is happy to help with resumes and cover letters.

7. How many jobs should I apply for?

As many as possible that interest you and that you feel qualified for. Both work study and non-work study campus jobs are limited at Bard, so the more you apply for, the better chance you'll have at getting something.

8. How many jobs can I have and how many hours can I work?

There is no limit to the number of jobs you have but the maximum amount of hours any student can work is 40 hours per pay period (a pay period is 2 weeks).

9. Who do I contact if I have questions about my Work Study?

The Student Employment Office (which is separate from CDO) manages all information relating to work study and student employment. All students should contact Carol Hosier, Student Employment Coordinator, with questions: seo@bard.edu, ext. 4796, Physical Plant (B&G), 2nd floor, room 200E.

10. Once I get a job, what do I do?

Once you are offered a position, contact the Student Employment Office to confirm what documents are needed to get set up on student payroll. This includes completing paperwork and setting up direct deposit to be paid. The paperwork can be obtained online at <https://www.bard.edu/financialaid/employment/>. The Student Employment Office is located in the Physical Plant Building also known as B&G, 2nd floor, room 200E.