Gotta Get to Work!
From On-Campus Job to Career
Summer Orientation 2018
Today’s Session:

On-Campus Employment

• Benefits of Student Employment
• Opportunities on Campus
• Finding a Job
• Resources
Today’s Session:

University Career Services

• Overview of Career Services
• Internships and Co-ops
• Resources for Students
• How Families can Help
What are the Benefits of On-Campus Employment?

- Gain Marketable Skills
- Apply Coursework to Practice
- Make Friends and Grow Network
- Connection to Campus Support
- And a Paycheck!
The Office of Student Life
Student Employment Experience

1. On-Campus Employment Position
2. Developmental Coaching with Supervisor
3. Paid Professional Development Workshops
What Types are Jobs are Open?

- **Customer Service** – campus dining, library
- **Administrative** – res hall front desk, department office
- **Project-based** – resident advisor, research lab
- **Seasonal** – rec sports official, summer conferencing, facilities/maintenance
What About Federal Work-Study? (FWS)

• Part of financial aid award
• Employers will help students reach their full award
• When award is met, job may be over
• All students may apply for wage positions
What are the Hours Per Week?

- Hours vary by position and department
- Estimated average is 8-15 hours per week
- Work-study may work a max of 20 hours per week
- Non-work-study may work a max of 28 hours per week (up to 38 during breaks/ when not taking classes)
How do I find a Job On Campus?

• **University Job Boards**
  • Buckeye Careers | [careers.osu.edu](http://careers.osu.edu)
  • Student Financial Aid | [sfa.osu.edu/jobs](http://sfa.osu.edu/jobs)
  • Wexner Medical Center | [wexnermedical.osu.edu/careers/students](http://wexnermedical.osu.edu/careers/students)

• **University Departments**
  • Visit Websites
  • Stop by In-Person
sfa.osu.edu/jobs

Student Financial Aid
Student Employment

Federal Work-Study Program  Student Job Board  Employer Services  Contact Us and FAQs

Earn money while in school

Working while you are in school is a great way to keep loan debt down and gain useful real-world work experience.

FWS Positions

Federal Work Study opportunities
Ohio State participates in the Federal Work-Study Program, which is a form of federal financial aid. If you have been approved, you can search the wide variety of opportunities we have for you!

Search opportunities →

Wage Based Positions

Search our general job board
Earn money while you are in school by working for the university or for numerous nationally recognized employers...

Search jobs now →
Students

The Buckeye Careers program at Ohio State offers career development assistance, support and resources - from selecting a major to starting a career - for all Ohio State students.
I’m Offered a Job! ... Now What?

#1 Make sure you have what you need for paperwork

## LIST A
Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport; and
   b. Form I-94 or Form I-94A that has the following:
      1. The same name as the passport; and
      2. An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

## LIST B
Documents that Establish Identity

1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority
10. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI
11. School record or report card
12. Employment authorization document issued by the Department of Homeland Security

## LIST C
Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   1. NOT VALID FOR EMPLOYMENT
   2. VALID FOR WORK ONLY WITH INS AUTHORIZATION
   3. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Day-care or nursery school record
9. For persons under age 18 who are unable to present a document listed above:
I’m Offered a Job! … Now What?

#2 Consider your retirement options and tax forms

Consider retirement options: OPERS

- Visit https://hr.osu.edu/benefits/student-employee
- Members include employees paid by State of Ohio, county, or municipality
- Contribution levels
  - Employee contribution: 10%
  - OSU contribution: 14%

Consider tax forms: W4
- Claiming exemptions
I’m Offered a Job! … Now What?

#3

Start building skills you can apply in a future career!
Career Counseling and Support Services available for ALL students…

• Clarifying future goals and exploring careers
• Making major/career decisions before using college-specific services
• Assessing individual interests and skills
• Preparing for the job/grad/professional school search
The Buckeye Careers program at Ohio State offers career development assistance, support and resources - from selecting a major to starting a career - for all Ohio State students.
Focus on Internships

• For many students, internships turn into full-time employment
• Ohio State promotes paid internships and is building relationships on-campus and off-campus to provide more opportunities for students
• State-wide focus and resources for internships
OSU CAREER SERVICES OFFICES

Arts and Sciences
Career Services Office

Fisher College of Business
Office of Career Management

Education and Human Ecology Career Services Office

Engineering Career Services Office

Food, Agricultural, and Environmental Sciences Career Services Office

Law Career Services Office

Office of Diversity & Inclusion
Post-Baccalaureate Preparation Program

Pharmacy Career Services Office

John Glenn College of Public Affairs Career Services Office

Public Health Career Services Office

Social Work

Student Athlete Career Management

Veterinary Medicine Career Services

Bill and Susan Lhota Office of Alumni Career Management
You can expect a lot from your career service providers...

- Help with formatting and content of resumes, cover letters, and other documents
- Assistance with career exploration and decision making
- Job search tools and strategies like networking and mock interviews
- Opportunities to connect with employers – interviews, visits, postings
- Career events like job fairs, trainings, info sessions, and opportunities to network
...but you can’t expect EVERYTHING

- Guarantee of a job or internship
- Someone to make decisions for you
- Writing of resumes and cover letters
SAVE THE DATE

2018
THE OHIO STATE UNIVERSITY
CAREER & INTERNSHIP FAIR
SEPTEMBER 18–19
SEPTEMBER 20
(Interviews only)

Many employers consider Ohio State a must-visit recruiting destination. Join us for a campus-wide career fair that gives you access to Ohio State students across all majors, graduate programs and degree levels. Registration opens in June. Watch your e-mail for more information. Any questions, please contact careerfairs@osu.edu.

Brought to you by Buckeye Careers and the Office of Student Life.

The Ohio State University
WHAT EMPLOYERS LOOK FOR

• GPA > 3.0
• At least one internship, co-op, employment, and/or related experience
• Demonstrated leadership in student organizations
• Participation in community service
• Ability to articulate how experiences translate to employer’s needs
HOW FAMILIES CAN HELP

• Discuss career/ future aspirations and interests
• Develop strategies for campus employment and involvement
• Participate in goal-setting and decision-making
• Encourage attendance at campus fairs, workshops
• Offer support, don’t do the work for them
• Promote and support leadership roles, volunteering, interning, working, researching, and studying abroad
• Encourage meetings with work supervisor, faculty, academic, and career advisors
careers.osu.edu/parents/orientation-2018

QUESTIONS?