2009-2010
LAGRANGE COLLEGE
STUDENT EMPLOYMENT INFORMATION

Complete only if you are accepting the student employment offer on your award letter.

LaGrange College offers employment in several offices on campus, the library, sports areas and community service agencies. Areas of employment are:

<table>
<thead>
<tr>
<th>Admissions (clerical)</th>
<th>History (clerical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni (clerical)</td>
<td>Information Technology (computer tech – must interview)</td>
</tr>
<tr>
<td>Art (clerical for Art majors)</td>
<td>Intramurals</td>
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<tr>
<td>Athletic Training (must be approved by Rob Dicks)</td>
<td>Library Assistant</td>
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<tr>
<td>Baseball (field maintenance)</td>
<td>Life Guard (must be certified)</td>
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<tr>
<td>Biology (lab assistant)</td>
<td>Men’s Basketball</td>
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<tr>
<td>Bookstore (cashier, stock clerks)</td>
<td>Music (clerical and technical for Music majors)</td>
</tr>
<tr>
<td>Business &amp; Economics Dept. (clerical – no Business majors)</td>
<td>National (maintenance, clerical)</td>
</tr>
<tr>
<td>Business Office (clerical)</td>
<td>Nursing (clerical)</td>
</tr>
<tr>
<td>Career Center (clerical)</td>
<td>Post Office (clerical)</td>
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<tr>
<td>Chemistry (lab assistant)</td>
<td>Public Relations (clerical)</td>
</tr>
<tr>
<td>Communications/Marketing</td>
<td>Registrar (clerical)</td>
</tr>
<tr>
<td>Community Services (mentor, tutor – transportation required)</td>
<td>Religion (clerical)</td>
</tr>
<tr>
<td>Cultural Enrichment</td>
<td>Softball</td>
</tr>
<tr>
<td>Donor Relations</td>
<td>Student Development (clerical)</td>
</tr>
<tr>
<td>Education (clerical)</td>
<td>Switchboard Operator</td>
</tr>
<tr>
<td>English Department (clerical)</td>
<td>Theatre (Drama majors – interview required)</td>
</tr>
<tr>
<td>Financial Aid Office (clerical)</td>
<td>Tutor (must be approved by Laine Scott)</td>
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<tr>
<td>Fitness Center</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Football (field maintenance, clerical)</td>
<td>Women’s Basketball</td>
</tr>
<tr>
<td>Grill/Dining Hall</td>
<td>Writing Center (must be approved by Laine Scott)</td>
</tr>
</tbody>
</table>

Please indicate skills you possess in the following areas:

- _____ Typing (WPM) _____
- _____ Microsoft Word
- _____ Computer
- _____ Office Skills – filing, receptionist etc.
- _____ Library
- _____ Cashier
- _____ Journalism
- _____ Photography
- _____ Certified Lifeguard
- _____ Darkroom experience
- _____ Microsoft Excel
- _____ Microsoft Approach
- _____ Web Page Design
- _____ Switchboard Operator

(OVER)
Student Employment
Rights and Responsibilities and Job Application
2009-2010

NAME: _____________________________________  SS#: ______________________________

PHONE (_____) ______________________________  MAJOR: ______________________________

Although student employment is funded through financial aid funds, it is no different than a regular job. There are expectations of job performance, conduct, honesty and integrity in participating in student employment programs.

As an employee, you have RIGHTS. They are:

1. to receive adequate supervision and training for your position.
2. to be paid at least the minimum wage rate of $7.25/hr (effective 07/24/09).
3. to receive a pay raise if your supervisor finds your work to be above average or outstanding.
4. to request a reassignment to another department. This is limited to one (1) request per year unless an extenuating circumstance exists.
5. to have your timesheet submitted to Financial Aid in a timely manner.
6. to be paid once a month.
7. to be given an opportunity to address deficiencies in your job performance before being terminated.
8. to appeal termination from a position.
9. to review your annual performance evaluation.

With rights come RESPONSIBILITIES. As a participant in a student employment program, you are responsible for:

1. completing IRS W-4 and Georgia G-4 withholding forms and employment eligibility verification (I-9) with Human Resources before beginning work.
2. contacting your supervisor within 2 weeks of the beginning of a semester and establishing a mutually agreed upon work schedule and adhering to it.
3. dressing appropriately for the position. Please discuss any dress code with your supervisor.
4. being courteous and respectful of your supervisor, students, and visitors.
5. arriving to work at your scheduled time and performing satisfactory work. This is not a time to study or socialize.
6. notifying your supervisor if an emergency or illness prevents you from working.
7. observing confidentiality requirements in the department in which you work.
8. accurately reporting the hours you worked. Time should be recorded in 15 minute increments.
9. monitoring your allotment of work study hours each semester awarded and not exceeding them.
10. adhering to all the responsibilities outlined in this document.

As with any job, there are circumstances that can result in your DISMISSAL from a position. If you are terminated, you may become ineligible to participate in student employment for the remainder of the academic year or indefinitely. Below are a few circumstances that can result in dismissal:

Falsifying your timesheet: If you are found guilty of falsifying your time sheet by either inflating the hours worked or falsifying a supervisor’s signature, you may be dismissed and may be required to repay the work study funds you did not earn. You will be ineligible for future work study awards and the incident will be reported as a violation of the Student Code of Conduct.

Poor job performance: If, in the assessment by your supervisor, you are not performing satisfactorily in your position you may be terminated if your performance does not improve.

Habitual absences: If you fail to arrive at work without notifying your supervisor, you may receive a warning from your supervisor. If this behavior continues, you may be terminated from the position without further notice.

Job Preference (please select two from reverse side.)  1. ______________________________   2. ______________________________
(If no preferences are listed, the Financial Aid Office will place you according to current job openings.)

I have read and understand the above guidelines for participation in student employment programs at LaGrange College.

____________________________________________  ________________  ________________
(Student Signature) (Date)