

# COLLEGE of VISUAL ARTS

## PROCEDURE FOR APPLYING FOR STUDENT EMPLOYMENT

### What is Student Employment?

Student employment provides paid jobs for students who need to earn a portion of their educational expenses. In addition, student employees will gain professional experience that will help them develop leadership skills and is intended to help augment their classroom education. Student employment is not expected to be a primary source of income. Because student employment is financial aid, students earning money through the program are subject to Financial Aid stipulations pertaining to credit hours and Satisfactory Academic Progress (SAP). Please refer to your Student Handbook for further information. There are three types of awards: need-based Minnesota, need-based Federal and non need-based.

#### **Criteria for Need-Based Student Employment (Priority 1)\* – Federal and Minnesota:**

- You must have completed a FAFSA for the academic year
- Your financial aid file must be complete for the academic year
- You must remain enrolled for at least six credits
- You cannot be on financial aid suspension
- You must have unmet need for the academic year
- You must submit an application to the financial aid office
- You must file a *CVA Financial Aid Application*
- You must be in Good Academic Standing\*\*\*
- You must have lived in Minnesota for one year prior to applying to a Minnesota college and/or you must have graduated from a Minnesota high school.\*\*

\*\*Applies only to Minnesota awards

#### **Criteria for CVA Non Need-Based Student Employment (Priority 2) (Priority 2 students are not eligible to work in the community service positions):**

- You do not have to file a FAFSA
- Your financial aid file must be complete for the academic year
- You must file a *CVA Financial Aid Application*
- You must be enrolled in at least six credits
- You cannot be on financial aid suspension
- You must be in Good Academic Standing\*\*\*

**\*Priority will be given to students with financial need (Priority 1)**

\*\*\*You must maintain a minimum GPA of 2.0 and you must maintain a class completion rate of 67%

## **Student Employment Application and Hiring Procedure:**

1. Completely fill out the *CVA Student Employment Application* and return it to the financial aid office along with your resume. Incomplete applications will be returned to the applicant without being processed.
2. Read the prerequisites carefully. You will not be considered for a position that requires a prerequisite unless you have fulfilled the necessary requirements.
3. Read the attached *Terms of Employment*. You must acknowledge receipt of the *Terms of Employment* by signing the back of the application certifying that you have read, understand and agree to abide by the *CVA Terms of Employment*.
4. Once your complete application is received, the financial aid office will determine your award and you will be notified in writing.
5. The financial aid office will then distribute your application to the supervisor(s) for whom you have expressed a desire to work.
6. The supervisor(s) will contact you to set up a time for an interview. Be sure to include complete contact information on your application.
7. All hiring is done by the supervisor(s).
8. Once you have been hired, you must go to the financial aid office (FAO) to complete the payroll paperwork. You cannot begin work until you have completed the I-9 and W-4 forms and brought your driver's license **and** social security card to the FAO to be copied.
9. You must have a completed and signed contract and confidentiality agreement before you can begin work.

## **Things to Know About CVA Student Employment:**

- Applications must be filled out each academic year.
- A separate application must be filled out for summer employment. In order to qualify for summer employment, you must be enrolled for a minimum of 6 credits the following fall term.
- You must fill out an application as outlined above even if you intend to work in the same position that you previously worked.
- Students are allowed to work in a maximum of two positions at any given time.
- Students are allowed to work a maximum of 15 hours per week.
- An application and an award does not guarantee employment.

If you have any questions please contact the financial aid office.

### **Non-Discrimination Policy**

The College of Visual Arts does not discriminate against any person on the basis of race, color, sex, age, religion, marital status, sexual orientation, handicap, national or ethnic origin in its admissions or educational policies, financial aid or loan programs, employment or in providing the rights privileges and activities generally made available to all. The Business Manager serves as the College's Equal Employment Officer (EEO). Questions regarding the College's EEO policies should be directed to the Business Office.

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