



Student Employment

To find on campus student positions:

- Visit www.se.edu/human-resources/student-positions/
or
- Visit the Career Management Center (Admin. Building Room 213)

Work Study vs. Regular Work

Work Study: Federal funds that are allocated to SE, Eligibility for Work Study is dependent on your Financial Aid and departmental budgets (Check with Financial Aid to see if you qualify prior to looking for a position)

Regular Work: SE funds that are allocated to some departments, All students are eligible for Regular Work positions, but will be dependent on departmental budgets

What do you need to work on Campus?

All new employees are required to complete the payroll sign up with Human Resources and will be required to have the following documents:

- ♦ A Valid Photo ID (Drivers License, SE Student ID, etc.)
- ♦ Original Social Security Card
(We cannot accept copies or photo of your social security card, if you need to apply for a new one you may apply for a replacement card at the local Social Security Office—121 S 12th Street Durant, OK 74701, if you apply for a replacement card the social security office will issue you a receipt for applying, this receipt can be used in lieu of a social security card until your original card comes in the mail)
- ♦ Voided check or official bank document with account and routing number stated on it
(If you don't have this document you can contact your bank and ask to receive a document to use for automatic deposit for employment)

**In the event of a change in the work status of the University (i.e. change to telework) procedures for new hire paperwork may be subject to change.*

International Students: Will also need to have the following documents in addition to the documents listed above: US Visa, Foreign Passport, I-94, and I-20 Certificate of Eligibility for Non-immigrant (F-1) Student
(For assistance with this process please contact the Admissions/Immigration Advisor.

How many hours can I work?

- Student employees are allowed to work up to 29 hours per week. International students are only allowed to work 20 hours per week when class is in session.
- There will be budget restrictions that will also impact the amount of hours you work. Each department has a budget and each work study student has an individual budget as well. This may mean that you may have to work fewer hours. Please discuss the amount of hours you will be able to work during the interview process.

Questions?

Please contact:

Jennifer Moore

Payroll/Benefits Specialist
Human Resources

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Phone: 580-745-2490

Administration Building Room 309

*For more information regarding employment please visit:
<https://www.se.edu/human-resources/>*