On-campus departments that typically hire first year students:

**Chartwell Dining Services**
Pick up application at:
Cartwright Center, Room 68 | 608.785.8608

**Murphy Library**
For an application go to:
www.uwlax.edu/MurphyLibrary/about-the-library/student-employment

**Recreational Sports**
www.uwlax.edu/recsports/hiring-process
Mo McAlpine | 608.785.5225 | recsports@uwlax.edu

**Department of Landscape Services**
Hank Klos | 608.785.8589 | hklos@uwlax.edu

**Department of Custodial Services**
Dave Anderson | 608.785.8593
danderson2@uwlax.edu

**University Centers/Cartwright Center**
www.uwlax.edu/University-Centers/Student-employment
Mary Beth Vahala | 608.785.8888
mvahala@uwlax.edu
Limited positions available

**Residence Halls**
www.uwlax.edu/reslife/html/joinstaff.html
housing@uwlax.edu
Check with your RA or Hall Director

**Other University Departments/Offices**
Contact departments/offices related to your field of study or interests.

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### OFF-CAMPUS JOBS

For more information on part-time off-campus opportunities, check out the online Job Board at www.uwlax.edu/finaid/student-employment.
Select **Job Board**.
Select **Student Log-in**.

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There are two types of employment opportunities available to UW-La Crosse students:

**Work-Study** is a federal program for students who demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA) application.

**Student Help**, unlike Work-Study, is not need-based employment. Many positions are available on campus.
Am I eligible to work on campus?
To be eligible you:
• Must be enrolled at least half-time
  • Undergraduate, at least six credits/semester
  • Graduate, at least five credits/semester
  • International students must be enrolled full-time (12 credits undergraduate, nine credits graduate)
• Must be eligible to work in the U.S.
• Must complete all required forms
• Must be registered with Selective Service if you are a male between the ages of 18 and 25

I wasn’t awarded Work-Study, can I still work on campus?
• You can contact the department(s) on campus that you are interested in working for to inquire about potential Student Help job opportunities.
• For information on available job opportunities, view the list included in this brochure and/or visit the online Job Board at www.uwlax.edu/finaid/student-employment. Select ‘Student Log-in.’

I was awarded Federal Work-Study. What do I need to know?
• If you accept Work-Study as part of your financial aid award, you must complete a Work-Study Assignment Questionnaire.
• You will be assigned to an on- or off-campus department based on your responses to the questionnaire and the needs of the departments.
• The amount of the award is the maximum amount you can earn through the Work-Study program for that school year. If you don’t earn the entire amount, it will not carry over to the following year. However, any unearned Work-Study from the Fall may carry over to the Spring Semester.
• You will only be paid for the hours you work.
• You will receive a paycheck and are able to use the money as you choose for expenses. Your earnings will not be credited directly to your student bill.

How much will I get paid?
• At least the current minimum wage
• Some jobs have a higher wage based on the skill level needed for the position

How will I get paid?
• Direct deposit into your personal bank account
• Paid every two weeks for hours worked in the previous two-week pay period

How many hours can I work?
• A maximum of 20 hours per week while classes are in session
• A maximum of 40 hours per week when classes are not in session