



Yale College Council
Student Jobs Handbook
University Services Team

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INTRODUCTION

Welcome to your comprehensive guide for student jobs at Yale! Thanks to support from the Yale College Dean's Office, the Yale College Council has compiled this document to encompass almost all aspects of the on-campus job search. Many of us have been through the struggle of finding an on-campus job, and we hope that our advice below makes the process easier for you.

Did you know: According to a 2015 Georgetown University study, 70% of college students in the last 25 years have held a job while in school. Undergraduates from all different backgrounds work on-campus jobs - so it is not abnormal, and you don't have to go through the job search alone!

BEFORE THE JOB SEARCH

Yale Policies

Time: Yale limits how much time you can work at an on-campus job in a given week. When school is in session, you can work up to nineteen hours; during academic breaks and/or the summer months, the maximum is forty hours.

Pay: Minimum wage for an on-campus job is currently \$12.50 per hour. However, Yale jobs are broken down into five levels that determine your pay:

- Level One: \$12.50/hour
- Level Two: \$13.00/hour
- Level Three: \$13.50/hour
- Level Four: \$14.00/hour
- Level Five: \$14.50/hour

Here are some general examples of what kinds of jobs can fall under each category (though you shouldn't assume a certain level for any position):

- Level One: library and some office jobs
- Level Two: basic research positions and more involved library jobs
- Level Three: research positions
- Level Four: technical or phone support jobs
- Level Five: higher-skilled research positions

A select few jobs fall outside these categories and are labeled on the student employment website as "Student Job, Exception." They generally pay higher!

Do not be discouraged if you have spent some time working in a level one job and feel as though you should be making level two pay. Later in the guide, we will discuss tips on how to ask your employer for a raise. Keep in mind, though, that the Connecticut minimum wage is \$10.10—so Yale's \$12.50 minimum wage is higher than you might have received in past employment elsewhere.

Provost's 50/50 Rule: The Office of the Provost supports undergraduate employment by providing funds to cover 50% of eligible student wages. This initiative allows campus organizations to hire more students, particularly those with financial need. However, the total amount of funding provided to a particular school or department - or for a particular employee - may be limited. In order to qualify for student wages that are 50% central funding from the Provost Office, student wages must meet the following criteria:

- The student earner must be an undergraduate who qualifies for need-based financial aid.
- The student earner must be enrolled full-time at Yale.

- The employing office must pay wages via time entry (hourly wages), as opposed to stipend.
- The employing office must pay the student earner on the weekly payroll.
- Hourly wages cannot exceed \$15.00.
- Students must earn and receive wages during the academic year and/or term recesses.
- Wages charged to a sponsored award (grant) are not eligible.
- Wages charged to agency or community service accounts are not eligible.
- Wages charged for work of a religious nature are not eligible.
- Wages charged to Associated Student Agencies and other administrative departments as defined by the Provost's Office are not eligible.
- Students should not work more than 19 hours per week, except during term recesses.

Yale allocates a portion of its federal work-study grant to support 75% of eligible wages of students working in approved community service organizations (or 100% of eligible wages of students working in the America Reads and America Counts programs). Student wages must qualify for the funding according to federal work-study guidelines, and Yale's Student Employment Office must approve programs annually. Keep in mind that funds are limited and all applications may not be accepted, so this opportunity is not guaranteed.

FES (Forestry & Environmental Studies) Work-Study Guidelines: So-called "FES Work-Study" positions are aimed at students in the School of Forestry & Environmental Studies. You'll see many such openings on the student jobs site, and although they are not necessarily tailored towards you, you can still apply, particularly if you have expertise that relates to a given position.

Important Considerations

When looking for a job and deciding whether to accept an offer, you should consider (1) the organization, (2) the work that you'd be doing, and (3) logistical concerns about the position.

First, the organization - some of the best on-campus jobs are ones that you can put on your resume. While you can gain transferable skills in many jobs - we'll talk about that next - working it can help to work at an organization that potential employers might recognize. For example, if you're a Political Science major, you might consider pursuing a position under the department's registrar or, even better, with one of its professors. Conversely, if you're an Environmental Studies major, then perhaps working at the Yale Farm or with the Yale Sustainable Food Project may be a good choice. Finally, if you work with an organization whose portfolio you're interested in, opportunities could arise through the connections that you make there. So, by working in the registrar's office for the Political Science Department, you may get to know professors casually. Then, when they need a student assistant, you'll come to mind.

Second, the work that you'll be doing - this is just as important to think about as the organization. What will your day-to-day tasks be, and what skills will you gain? Is the job administrative or

research-based, or is it less formal, like cooking food in the buttry? All of these considerations have upsides and downsides. For example, thinking just as critically at work as in classes might be overwhelming for some during a tough academic semester. If you believe that you fall into this category, then maybe choose a less intellectually-taxing job, such as shelving books or helping in the dining hall. Alternatively, if you want experience that can help you get a summer internship, then a research or administrative position might make sense after all.

It's also useful to think about what skills various jobs will give you (e.g., data analysis, website management, event planning, cooking, research, communications, fundraising, a new language, etc.). Even if an opening isn't with an organization that you're particularly excited about, it still may be worth pursuing for the transferable new expertise that you gain. In future job interviews, you'll be able to explain how your experiences in one field make you a successful candidate for another.

The last category to consider is the logistical details, as these will make a huge difference in whether your daily job experience is positive. You might think about or even ask your employer some relevant questions after you get the job but before you decide whether to accept it:

- **Location:** Is the job close to your classes or dormitory? How would you feel about walking there in the snow on a dreary Monday morning?
- **Hours:** Is the office only open from 9:00am-5:00pm, or can you do some work from home/on the weekends?
- **Student workers:** Does the office employ other students, or will you be the only one?
 - There are negative and positive consequences to working alone. If you're the sole undergraduate, then you're the main point person for your employer and will get many opportunities to prove yourself - but you might have less fun doing it.
- **Dress code:** Can you wear clothes that you normally wear to class, or does the office have more specific regulations?
- **Flexibility:** What happens if you have a big exam the next day that you're not prepared for? Will your employer allow you to skip work? Will he/she/they be understanding if you need to study more and thereby work less during a certain week?
- **Office culture:** Does the office employ people with whom you enjoy talking?
- **Pay:** What is the level of pay?
 - While the minimum wage at Yale is very high, the pay scale still varies. Look for jobs that pay the most! However, recognize that first-year students often work their way up this ladder.
- **Manager:** What is your supervisor like? Would you get along with him/her/them?
 - Managing comes in different forms, so try to think through what you know about the individual, and decide whether you'd mesh.
- **Work/school balance:** Is it important that you are able to do homework at your job? If so, can you? (More information on this later!)

THE SEARCH PROCESS

Finding a Job

Now that we've discussed what to keep in mind when choosing a job, let's talk about navigating the many ways in which you can find a job. During the search process, it is important to be proactive, take initiative, and respectfully reach out to prospective employers. Students have found both on- and off-campus jobs in a few ways:

1. Yale Student Employment Jobs Portal (www.yalestudentjobs.org)

The jobs portal is the primary medium by which students find jobs on campus, as many employers use it to access a wide pool of applicants.

- a. *Navigating the Jobs Portal:* The portal's Student Control Panel allows you to find jobs and log hours worked. The search for a job tab (under tools) lists a variety of categories under which employers can post positions; many that are considered 'on-campus jobs' are also cross-listed under temporary and/or summer jobs. If you sign up for JobMail, you can get notifications when openings arise.
- b. *Qualifications:* Each job description outlines both logistical details and the qualifications that the position requires. For more technical jobs, employers typically adhere to specific guidelines on a necessary skillset, but those requirements may be more flexible for other positions. For example, administrative ones might expect learning in the office. Even if you do not fulfill all of the qualifications but are still interested in the opening, do not hesitate to apply!
- c. *Job levels:* These categories specify the degree of intensity that a job requires, ranging from one to five. After holding a few on-campus jobs, you will likely be able to more accurately gauge what each level means, so don't worry if they seem ambiguous now. Furthermore, do not let the categorization of a certain position deter you from applying to it. Potential employers will be willing to discuss how a job can most effectively fit your schedule and maximize your skillset.
- d. *Communication with Employers on the Jobs Portal:* Let's say that you have already submitted some applications on the jobs portal. As one of many candidates, you may be able to set yourself apart by proactively communicating with the employer. In some job descriptions, employers specify that you send them items to support your application, such as a resume. This message is a chance to further elaborate on your interest in the position, but keep it short - within about one scroll on a mobile emailing app. A few days after submitting the application, you can also contact the employer simply asking if they've received it or if there's a date by which they'll reach out to you. Finally, if you have not heard back from the employer at most two weeks after submitting your application, email them! Let them know that you are still interested in the opening if that is the case.

NOTE: If you are planning to find a job on campus using Yale's jobs portal, make sure that you start early, as openings are most plentiful at the beginning of each semester (particularly the fall one). If landing an on-campus job is a priority, checking the portal should be one of the first things that you do upon arriving to campus.

2. Networking (Friends, Online, Social Media, Clubs)

Some students get on-campus jobs by checking social media, talking to friends, or networking in other fashions. Many undergraduates work on campus, so it's likely that peers know of openings that might not be posted yet. If you are interested in a specific position, talk to students who hold or held it! Social media is a good source as well, as posts in class groups on Facebook might highlight job openings in startups or other budding business ventures.

3. Professors and Academic Departments

Yale's status as a research institution opens up many opportunities for undergraduates to research with a faculty member, either as an assistant or independently. The Research Database provides a rich listing of instructors who need some help in labs or on projects, though many of these openings may not be paid (<http://yura.undergradresearch.org/database/>). Paid positions might involve note-taking or grading, especially for large lectures. Many departments also have positions for student assistants to help with events and usually highlight such term-time or summer opportunities in their weekly newsletters. You could contact the administrative assistant of that department for questions about any of its positions.

4. Cultural Houses

Yale's Cultural Houses (AFAM, AACC, NACC and La Casa) often have positions for student staffers and peer liaisons. They may be year-long or semesterly and involve working with cultural house deans to ensure smooth management of the centers.

5. Center for Teaching and Learning (CTL)

Tutoring jobs administered through the Center for Teaching and Learning (CTL) allow students with high QR, writing, or language expertise to support peers who need extra help outside the classroom. As such, some of these positions require instructor recommendations and/or proficiency tests.

6. Still no luck? Talk to someone at Student Employment/OISS, or your Dean/HoC

If you would like some help in the job search, do not hesitate to reach out to the staff at the Student Employment Office (246 Church Street) to find out what other options might be available to you. If you are an international student, you might reach out to someone at OISS for further direction. You can also always talk to your dean or head of college,

both of whom might have access to less publicized openings or could refer you to positions within your residential college. The most important thing is to NOT STAY SILENT when the job process seems to be moving slowly or not reaping rewards, as many job-seekers need employment to support their student income contribution and campus life.

7. Other Informal Jobs

Participating in studies through Yale's School of Management (SOM), School of Medicine (YSM), or behavioral labs can be a means of accessing quick financial support. Studies at the SOM usually pay from \$5 to \$30, whereas those at the YSM can pay upwards of \$200. You can subscribe to different departments' emails lists for notices about the opportunities, and labs often post flyers about such studies across campus as well. Studies at the YSM, though, require prospective participants to call a research coordinator beforehand to test for qualification. Even if you aren't able to participate in a given study, you can request that they keep your information on file and call you for subsequent ones.

8. Non-Yale Jobs

New Haven has a wide variety of opportunities for students to gain employment. See the off-campus employment section at the end of this handbook for more information. International Students: Off-campus positions are typically not allowed due to visa restrictions.

Resumes

Resumes are a compilation of your past work experience, skills, activities, educational background, etc. - in other words, a snapshot of what you would bring to the table, an overview of your interests, and a way to establish credibility. Think of them as an advertisement of yourself that will motivate your employer to interview or even hire you.

Formatting: One of the most daunting parts of starting a resume can be organizing all of the relevant information into a clear, easy-to-read format. You can either craft your own - for example, if you have a talent for graphic design, your personal touches can set you apart - or find an online template to use. At the end of the day, you want a format that can present your information in a well-organized fashion. Here's a snapshot of one that you can use as a model:

STUDENT NAME
 Address • Email • Phone Number • [Linkedin.com/in/UniqueUrl](#)

EDUCATION

Yale University, Cumulative GPA/Grades *Expected Graduation: 2021*
 Degree Type, Major/Focus/Course of Study

- **Key Coursework:** If necessary, insert relevant coursework
- **Honors and Awards:** Award Name (Year), Award Name (Year),

High School / Secondary School / Pre-University Program Graduation Date
 International Baccalaureate (IB) Diploma

- **Honors and Awards:** If relevant, insert awards/honors

WORK EXPERIENCE

Organization/Company Name Start to End Date
 Position/Role Title(s)

- Descriptor #1
- Descriptor #2

Organization/Company Name Start to End Date
 Position/Role Title(s)

- Descriptor #1
- Descriptor #2

LEADERSHIP EXPERIENCE & ACTIVITIES

Organization Name – brief description, if needed Start to End Date
 Position/Role Title(s)

- Descriptor #1
- Descriptor #2

Organization Name – brief description, if needed Start to End Date
 Position/Role Title(s)

- Descriptor #1
- Descriptor #2

COMMUNITY SERVICE

Organization Name – brief description, if needed Start to End Date
 Position/Role Title(s)

- Descriptor #1
- Descriptor #2

SKILLS

Technology: If any, include software, programming tools, or general technology you are proficient in using
Languages: English (fluent/native), Other Language (Level), Other Language (Level)
Interests: Hobbies, interests, passions outside of academic (if possible, include years of study/training/practice and affiliated organizations)

REFERENCES

- Professor (Make sure you have talked to them about listing them as a reference!)
- Previous employer

ADDITIONAL TIPS

- Sometimes, you won't need any specific experience or skills for a job. That's ok! Submit your general resume. Other times, however, you may want to limit the information you put to what is/could possibly be relevant to the future position.
- UPDATE your resume regularly with new achievements and skills that you've gained. Focus on achievements or tasks that can be quantified, and emphasize the amount of impact you've added to any organization you worked in.
- SUBMIT your resume as a PDF to preserve the formatting. Don't make reading your information difficult.
- CUSTOMIZE your own sections to highlight projects, case competitions, awards/honors, presentations, published writing, etc. to represent the best of you and make your resume fit your goals.

Here are some formatting tips to keep in mind:

- Consistency is key. Adopting the same style throughout makes your resume easy to read and places appropriate degrees of emphasis on its varying elements.
- Use reverse chronological order with your most recent experiences first.
- Keep your resume to one page (unless if it's an academic CV). Make it simple, and refrain from filling up every available space with information. Sections like "objectives" and "summary" are usually fluffy and unnecessary and can be conveyed in a good cover letter or follow-up email.

- Make your resume readable! This means standard, 10-12 point font with reasonable margins and without crazy spacing options.
- Do not use abbreviations, slang, or personal pronouns (I, me, you, we).

General Tips on Content: It can be difficult to determine what to put in your resume. If you are writing your first one - maybe just to have on-hand - don't be afraid if it seems to include everything about you. However, you should keep in mind the following regarding its content:

- DO NOT include personal information, such as your age or marital status.
- Restrict information to the last 2-3 years, with an exception for something particularly relevant or noteworthy.
- Avoid fuzzy words/phrases like "creative thinker" that don't actually say anything about you.
- Tailor your resume to the job that you're trying to get.
- Think hard about the skills that you have! Don't worry if you haven't held a formal job before; many haven't before college, and everyone starts somewhere. Furthermore, your past experiences have given you skills that are definitely applicable to an on-campus job. What have you done recently that has required you to be responsible, punctual, and organized? Have you ever managed a budget for a school club? Do you write particularly well?
- Don't under-sell yourself. If you took the lead on a project, say so.
- On the other hand, do not misrepresent your skills. It's okay to start out with a relatively sparse resume. Fill in the blanks with your enthusiasm and character in your cover letter or in other parts of your application, but don't allow the pressure to add content make you say that you're 'fluent' in Spanish when you can only understand a few phrases.

Education: In this section, most people include their graduation year and GPA, as well as any major academic honors. If you're applying for a research position or something related to an academic discipline, you might consider listing previous coursework that could help you with the job. Some jobs, such as those in tutoring, may require you to have specific knowledge or curricular depth as well that you should outline.

Work Experience and Activities: Try to include your most recent, relevant experiences. Do not assume that the person reading your resume knows about your skills, where you worked, or what kind of person you are. In these areas:

- Be specific! Don't just say that you "helped the receptionist" but rather detail the ways in which you did so, such as through specific projects that you undertook.

- Quantify as much as possible, or describe the effect that your work had for your employer or larger organization.
- Include the most important causes to which you've been truly dedicated. If you've only attended two meetings for a club, it's probably not a great idea to list on your resume (unless you foresee it as a larger commitment in the future).
- Be concise. Your descriptions should be short and easy to understand (not paragraphs).

References: These are usually mentors, faculty, or other non-peers who can speak to your abilities. Make sure to ask individuals if they know enough about you to consider being a reference before listing them on your resume. If you don't have references, that's okay, as some applications won't need them. If you aren't sure whether they're necessary, you might just write "references upon request."

Review: Make sure that you've proofread your resume, as syntactical or grammatical errors can make a bad first impression. If you need help, don't be afraid to reach out to peers, your advisor, a close professor, your dean, or your head of college! Almost everyone on campus has had to create a resume at some point in his/her/their life and can provide valuable feedback. The Office of Career Strategy will also review resumes and send them back with comments. Check out that service at <http://ocs.yale.edu/connect/connect-office-career-strategy>.

Cover Letters

A cover letter is essentially your pitch on why you should get a job. Think about it this way: if your employer explained to someone else why they wanted to hire you, what convincing arguments would they make? Cover letters are a chance to show a little bit of who you are as a person, provide extra detail, and explicitly link some of your skills and interests to the position. You can use these documents to show that you will not only work hard and commit to the job but also grow from it. However, cover letters should be specific to each application and should not be interchangeable.

Format: Keep your cover letter the same font as your resume at around 10-12 points and with reasonable margins and spacing. In general, the structure should read as such from top to bottom:

- Date
- Employer information (company name, contact information)
- Formal salutation (if possible, a person's name; if not, some applicants choose to begin with "To Whom it May Concern," "Dear Recruiter," or "To the Office of ____")
- Body of letter (around 3-4 paragraphs)
- Your name and contact information

Content Outline: DO NOT just replay your resume in paragraph form! Instead, use your cover

letter to really explain your strengths, interests, background, relevant experiences, and what you would uniquely bring to the job. Your employer should be able to remember you as a specific person after reading this.

Here's an outline to consider for the body of your letter:

- *Beginning:* Give some background about you and your interests. What connects you with the opportunity, what drew you to it? Be genuine.
- *Middle:* How have you acted upon these interests to pursue formative experiences in the past? Identify a few of them and elaborate: How did you take initiative? What projects did you lead or greatly contribute to? What did you take away? What were the results? How are those applicable to this job opportunity?
- *End:* Make a strong connection between your previous experiences and interests and what you are currently pursuing. Paint a picture of you taking skills from X, Y, and Z in the past and using them to excel in this job. Reiterate your interests and your strengths (think: if you could be summed up in three words/phrases, what would they be?), and emphasize how much you would appreciate the opportunity.

Extra Resources: The Office of Career Strategy has many resources to help you write successful resumes and cover letters. You can meet with an OCS advisor one-on-one, or attend its events and walk-in hours. It has also plenty of online resources, such as:

- *OCS Resume Rubric:*
http://ocs.yale.edu/sites/default/files/files/OCS%20Resum%C3%A9%20Rubric_Final.pdf
- *Resume Action Words:*
http://ocs.yale.edu/sites/default/files/files/2016_Resume_Action_Verbs.pdf
- *Sample Undergraduate Resumes:*
<http://ocs.yale.edu/sites/default/files/files/StudentResumeSamples.pdf>
- *Sample Undergraduate Cover Letters:*
<http://ocs.yale.edu/sites/default/files/files/StudentCoverLetterSamples.pdf>

Interviews

Many employers will ask you to come in for an interview. Don't stress too much about this! It means that they are considering you and want to get to know you beyond your resume and cover letter. Some people would say that interviews are the time to "sell yourself," but we think that they are best for highlighting what makes you the ideal candidate. Here are some tips for interviewing:

- Practice, Practice, Practice
 - Ask a friend to practice interviewing you. It makes a huge difference.
- Reread your cover letter, your resume, and the job description.
 - Make sure that you can elaborate on all parts of your resume and cover letter.
- Wear nice clothing to the interview.
 - Bring a professional set of clothes to Yale for interviews. Because some jobs do not require business casual or professional wear, though, you can sometimes dress based on the job for which you're applying.
- Brainstorm questions that you have about the position in advance. For example, you might ask about job-school balance, how many hours you would be working, etc.
- Check out the Office of Career Strategy's website for more tips.
 - You can even sign up for interview skills workshops if you want to attend one!

SUCCEEDING IN YOUR EMPLOYMENT

Payslips

You will log and monitor your weekly hours through the Student Employment website. Submissions are due by the end of the workweek for approval by your supervisor on Monday. Payment occurs each Thursday.

You can access past payslips in Workday at any point to verify your weekly income and track year-to-date income (<https://your.yale.edu/>). To do so, log into your Workday account and click on the “Pay” worklet. From there, you can view your weekly payslips.

Direct Deposit

Direct Deposit transfers your pay into your bank account every week, allowing you to bypass traveling to the Student Employment Office to pick up a check. To enroll in this free program, login to Workday, select the “Pay” worklet and “Payment Election” in the Actions box. You will need to enter and save your bank information and then “Change Election” to enter 100% of your pay to be direct deposited to your account. It may take up to two payment cycles to activate your direct deposit authorization.

Federal I-9 Form

All new employees are required to complete a Federal I-9 form within three business days of being hired. You will receive a hire approval email from Student Employment instructing you on how to complete the I-9 form in Workday. You must also visit an I-9 Center to validate your eligibility to work. Instructions and a list of valid documents can be found at <https://www.uscis.gov/i-9-central>.

Tax Returns

Yale will provide you with a W-2 for your student employment in January. You can opt to receive it electronically or in a paper format through the Workday portal. This information will be provided to you in an email before W-2s are released. You will only receive one W-2 form from Yale regardless of how many student jobs you held during the calendar year. Conversely, if you also work at Stop & Shop, you will receive another W-2 from them.

Many students do not need to file a tax return if they make less than the IRS required amount to file or are still a dependent of their parent or guardian. Students who have income tax withheld, though, often choose to file a return to receive a tax refund. If you are unsure whether to do this, consult the Internal Revenue Service (IRS) website at <https://www.irs.gov/individuals/students>.

DEPT. ID 28580		EMPLOYER'S SOCIAL SECURITY NUMBER 123-45-6789		Department of the Treasury - Internal Revenue Service (OMB No. 1545-0048)	
W-2 WAGE AND TAX STATEMENT 2012 Copy C for EMPLOYEE'S RECORDS This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.				1. WAGES, TIPS, OTHER COMP. 40,182.59	2. FEDERAL INCOME TAX WITHHELD 4,648.88
EMPLOYER'S NAME, ADDRESS AND ZIP CODE STATE OF NEW YORK 110 STATE STREET ALBANY NY 12236 Fed. ID. No.				3. SOCIAL SECURITY WAGES 41,092.59	4. SOCIAL SECURITY TAX WITHHELD 1,725.89
				5. MEDICARE WAGES 41,092.59	6. MEDICARE TAX WITHHELD 595.84
EMPLOYER'S NAME, ADDRESS AND ZIP CODE JANE DOE 200 MAIN STREET BRONX, NY 10475				12. See NOTICE TO EMPLOYEE: E 910.00 DD 16,690.83	14. OTHER
				13. RETIREMENT PLAN <input checked="" type="checkbox"/> THIRD PARTY SICK <input type="checkbox"/>	
15. STATE NY	16. STATE WAGES 40,182.59	17. STATE INCOME TAX 1,728.39	18. LOCAL WAGES 40,182.59	19. LOCAL INCOME TAX 1,075.94	20. LOCALITY NYC

To file a return, you will need all of your W-2s from the previous tax year - which are all issued by the end of January - along with your social security number and any other tax documents (1099-MISCs, scholarship forms, etc.). Your refund value or the amount that you owe the government will be based on both your income from the previous year and any taxes that you already had withheld, such as the income tax.

Yale does not provide personal tax assistance to students, but many local groups can help you with it. The Volunteer Income Tax Assistance Program, which is based out of New Haven libraries during tax season, is one example. The deadline to file your return every year is mid-April, usually the 15th.

Special Considerations for International Students

If you are an international student, here are a few extra pieces of information to know.

- If you are on the F-1 or J-1 student visa, off-campus employment is not permitted (see [OISS](#) for more details). However, you may work on-campus following Yale's standard hours/week limitations discussed in the beginning of this handbook.
- When you secure an on-campus job, you must immediately apply for a U.S. social security number (SSN). Instructions on how to do this can be found [here](#). Once you receive your SSN, take the original card to the Registrar's office at 246 Church Street, 3rd floor. The Registrar will update your student record and your employment record. It is CRITICAL that you have your SSN reported by the end of November so your tax records will be correct.
- International students are required to contact the International Tax Department at internationaltax@yale.edu to request the link to the Foreign National Information System (FNIS). In that email, please include your name as it appears in Banner, your UPI as printed on your Yale ID and your Yale email. Completing the FNIS questionnaire will help ensure the correct amount of taxes is deducted from your paycheck.

- U.S. tax regulations for international students are different than the regulations for U.S. tax filers. You will receive a W-2 in January that reports the wages earned and the taxes withheld for the calendar year. All international students must file a U.S. return regardless of how much you earn. OISS will provide a tax preparation software for non-resident filers in late February and will organize a workshop for first time filers.
- Most international students in F-1 and J-1 status do not have to pay FICA taxes (social security and Medicare taxes.) Check your first paycheck to make sure these taxes are not being deducted. If they are being deducted, contact the Yale International Tax office.

Balancing Employment and Academics

One of the hardest parts of undergraduate employment is balancing your job and your classes. Luckily, most employers are understanding of students' academic commitments and will be flexible if you have to call off a shift to study for a midterm or finish a paper. However, learning to manage these two responsibilities is crucial to being a successful employee and student.

The first step is finding a job with hours that fit into your class, co-curricular activities (e.g., athletics) and study schedules. Many offices can only offer employment between 9:00am and 5:00pm. Conversely, some offer night shifts, which do not interfere with most classes but which might with study time. Ideally, you should not commit to hours - especially during the day - before finalizing your course schedule.

Alternatively, you could find employment that allows you to complete schoolwork during your job. Most of these positions are administrative and have downtime built into them, such as when visitors don't need books checked out or help finding films. They do, though, require you to be "working" the entire time that you are clocked in, an important consideration when making plans to study. You should also be proactive and realistic as you balance work and class. Don't take on extra shifts the night before a big test, but also don't turn down much-needed hours to supposedly write a paper that you won't actually complete until closer to its due date.

If you are struggling as a student worker, be open with your employer and with academic advisors like your dean. At certain times during the semester, your course load will understandably be heavy, and employment might not be at the forefront of your mind. However, it is also important to build a professional relationship with your employer and not fall by the wayside. They have hired you because they have tasks to be done, which will not happen if you aren't at work. Just be honest!

Building a Relationship with Your Employer

Having a negative relationship with your employer isn't fun for anyone. Like a parent, your employer does not need to be your best friend, but you should both feel comfortable with your interactions. After all, it affects the work that you are able to do. Here are some tips for building a positive relationship with employers:

- Be communicative. Don't be afraid to pay a visit to their desk or shoot them an email when necessary.
- Be a reliable employee who shows up on time and is helpful when working.
- Talk about things besides work. Be willing to ask how their day is going, how their children's piano recitals went, etc. They're people, too!
- Don't bring your drama to work. A fight among your suite got you down? That's too bad, but it's also not your bosses' problem. Keep a semi-professional air about you at work, and don't air your dirty garbage to your employers.
- Actually listen when they talk about their lives. Find out if their daughter recently got engaged or their son got into college or their cat had to go to the vet. Doing so will not only help you to humanize your employer but will also allow for a better flow of conversation between the two of you. They'll likely pay you the same courtesy.

Maintaining a Job and Getting Promoted

Balancing your employment/academics and building a pleasant relationship with your employer are both key to maintaining your job. The most crucial component to this, though, is being reliable. Employers want someone whom they know will show up for shifts and complete projects diligently. Demonstrate to your boss that you are reliable, and you will more easily be able to discuss promotions or a pay raise if and when that time comes.

Employers also appreciate innovation. Think outside the box within your position, whether that's with new places to look for research, an easier way to sort through information, or an updated filing system for the office. You can always find ways to improve the work environment around you. When you're an effective, reliable employee, you're worth more to your employer than it would cost to hire and train someone. Keep in mind, too, that "getting promoted" may involve your employer bringing in a new individual for your former position, in which case you might have to help with his/her/their training.

Asking for a Raise

If you have worked at the same job for several semesters and intend to stay there for the foreseeable future, it might be time to ask for a raise. Doing this can feel awkward - especially as a student approaching a professor or other boss - which is why you should have a well-established relationship with your employer before you do so. It is important to understand that a raise will come in terms of a slight pay adjustment, perhaps up a level on Yale's payment ladder. These jumps usually come out to a \$0.25 or \$0.50 raise per level, a seemingly small increase that is actually substantial when added throughout the semester.

Asking for a raise should start with a conversation about how you would like to continue with your employment and believe that you have thus far demonstrated your commitment to the job. Even if

you would leave the job absent a raise, don't make the situation an ultimatum, and rather politely inquire into whether you can go up a level in student employment.

Keep in mind that not every position or employer is going to be able to give you a raise. Working independently or in a small office is more likely to translate to a raise than working as one of many in a larger group, in which everyone generally receives the same payment. If you've been a good employee and your employer wants to keep you, they'll do whatever they can to do so. This could mean a raise, more hours, or other benefits like free printing.

Off-Campus Employment

Occasionally, students seek off-campus employment - such as at a coffee shop or clothing retailer - to supplement or replace on-campus jobs. Working off campus can give you more or different hours (like nights and weekends) and introduces you to new types of job opportunities. You should, however, keep a few things in mind when pursuing off-campus employment.

As discussed at the beginning of this handbook, Yale pays its student employees very well, but the state minimum wage in Connecticut is below Yale's. As such, off-campus wages might not be as high as those on campus. They are also not subject to the tax exemption that you enjoy through Yale, and you will therefore receive a separate W-2 tax form with your taxes withheld that you will need to use while filing your annual tax return.

Finally, because off-campus jobs are often populated with many non-student workers, employers might not be as understanding about your class schedule. For one, restaurants still need waiters, even if you have a paper due tomorrow. Furthermore, businesses are open during a few points in the year when many students are away from New Haven. On-campus jobs are understanding if you go home for a month over the holidays, but negotiating this vacation with an off-campus employer might be more difficult.

Conclusion

On campus jobs can be a rewarding part of the college experience. They are a way to learn by doing, earn some extra money, stay organized, and meet new students and non-students. Learning how to find a job and be an employee requires practice, but there is plenty of support at Yale to help you learn how to do it. Reading this handbook is just the start! Please feel free to reach out to us if you have any questions. Good luck and welcome to Yale!

ACKNOWLEDGEMENTS

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APPENDIX A: ONLINE INFORMATION

Resumes and Cover Letters: <http://ocs.yale.edu/yale-college/cover-letter-resume>

Interviews: <http://ocs.yale.edu/yale-college/interviews>

Professional Conduct and Etiquette:

Tax Information for Students: <https://www.irs.gov/individuals/students>

Asking for a Raise: <http://www.businessinsider.com/how-to-ask-for-a-raise-and-get-it-2014-6>

W-4 Form: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

Workday: <http://workday.training.yale.edu/>