Dear Members of the Class of 2019,

Greetings from the Student Employment Office and welcome to Bowdoin College! We are pleased to serve as a resource for you as you consider the option of working on campus during your first semester.

**General On-Campus Employment Facts:**
- All students may work regardless of financial aid status; however, employment is not compulsory.
- Over 70% of the student body works on campus each year.
- Most positions pay between $8.25 and $8.75 per hour during the academic year.
- First-year students typically work between 4 - 10 hours per week (up to a maximum of 20 hours per week).
- There are employment opportunities in nearly every department on campus.
- Employers will assist you with scheduling work around your class schedule.

**There are two (2) ways to land a job on campus for your first semester:**

**Option One: Participate in the First Year Job Placement Program (FYJPP).**
Through the FYJPP, we can match you with a fall semester, part-time job before you arrive on campus. The benefits of participating in this program include that you will not need to search through online job listings, fill out multiple applications, interview for positions, or compete with upper-class students for position openings.

How to apply to the FYJPP:
1. Visit our website (www.bowdoin.edu/seo)
2. Click on the First-Year Job Placement Program link in the “Important Information” box at the top of the page.
3. Read the program information. Then, select the application link to submit your application by survey.
   - The priority deadline is **Wednesday, July 1, 2015.**
   - Applications will be collected until Friday, July 19, 2015 – the final deadline for submission.

**Important Notes:** The FYJPP serves ALL first-year students, regardless of whether or not you receive Bowdoin financial aid. However, if we receive more applications than available openings, priority will be given to students receiving Bowdoin financial aid followed by students whose applications are received on or before July 1. And, students who participate in the FYJPP must agree to remain in an assigned job position for one semester.

**Option Two: Apply on your own via the Student Employment Job Board.**
If you decide not to participate in the FYJPP, you can search for jobs and apply online at the Student Employment website: www.bowdoin.edu/seo. Then, select “Looking for a job on campus?” from the “Important Information” box on our homepage. The majority of our academic year positions will be listed during the months of **August** and **September.**

**Important documents you will need to bring to campus:**
All students employed by the College are required by law to complete a Federal I-9 and Federal and State W-4 tax forms before attending a training session or beginning your first shift. You will complete these forms when you’re on campus on **First Year Arrival Day** or at the **Student Employment Office** on weekdays between 8:30 am and 5:00 pm. A complete list of acceptable identification documents is available on our website. Expired documents, photocopies, scans, or faxes will not suffice. Please do not mail any documents as these forms must be completed in person. **International students** seeking employment should contact the Student Employment Office, seo@bowdoin.edu, for more details.

We look forward to your arrival this fall. Please don’t hesitate to reach out to us using the contact information provided below should you have any further questions about on-campus employment.

Best wishes,
The Student Employment Office Team