

Dear Members of the Class of 2023,

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 year.

While your academics are paramount, working part-time on campus can offer you opportunities to learn, apply and build your on-the-job experience. Students who work on campus typically develop skills in time management, interpersonal relations and problem solving.

On-Campus Employment Facts:

- All students may work regardless of financial aid status.
- Over 70% of the student body works on campus.
- First-year students typically work between 5 - 8 hours per week.
- Employers will assist you with scheduling work around your class schedule.
- Starting pay for student jobs is \$12.00/hour. All dining jobs start at \$12.50/hour.

Three ways to find a job on campus:

1. Participate in the First Year Job Placement Program (FYJPP)

Through the FYJPP, we will place you in a part-time job before you arrive on campus. The benefit of participating is that you will not have to search job listings, fill out multiple applications, interview for positions, or compete with upper-class students for position openings. *The FYJPP serves all first-year students, regardless of whether or not you receive Bowdoin financial aid.*

Apply now! It only takes a few minutes to complete the application.

*Applications will be collected through **Wednesday, July 10, 2019** – the final deadline for submission. Placement information will be sent via email in mid-August.*

NOTE: Students who participate in the FYJPP must agree to commit to work one shift per week in their assigned job for at least one semester. Approximately 90% of students are placed in Dining Services. If you have any questions regarding the requirements and placements, please contact our office.

2. Attend the On-Campus Job Fair

During the first week of classes, there will be an On-Campus Employers Job Fair. Meet various campus employers, hiring managers and student employees. Learn about the on-campus job opportunities available to students and be ready to interview on the spot!

3. Apply for Jobs via the Student Employment Job Board (JobX)

If you decide not to participate in the FYJPP, you can search for jobs and apply online via the Student Employment Job Board: [JobX](#). Once you have a Bowdoin login, you will be able to apply online.

Office of Student Employment

Important Documents Required for Campus Employment:

All students employed by the College are required to complete the following forms:

- I-9 form (specific identification is required to complete this form – see list of acceptable documents)
- W-4 tax forms (federal and state)
- Direct deposit

All documents must be completed ***before*** attending a training session or beginning your first shift. Please be prepared to complete the I-9 form on **First Year Arrival Day** or at the Student Employment Office, weekdays between 9:00 am and 5:00 pm. A complete list of acceptable documents is attached. Expired documents, photocopies, scans, or faxes will **NOT** be accepted. Please do not mail any documents; these forms *must* be completed in person.

We look forward to your arrival in August! Please contact us by email at seo@bowdoin.edu or by phone (207) 725-3386 with any questions about on-campus employment.

Best wishes,

Meredith Haralson

Meredith Haralson
Associate Director of Student Employment

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<p>LIST A Documents that Establish Both Identity and Employment Authorization</p>	<p>OR</p>	<p>LIST B Documents that Establish Identity</p>	<p>AND</p>	<p>LIST C Documents that Establish Employment Authorization</p>
<p>1. U.S. Passport or U.S. Passport Card</p>		<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>		<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>		<p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>		<p>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</p>
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>		<p>3. School ID card with a photograph</p>		<p>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>		<p>4. Voter's registration card</p>		<p>4. Native American tribal document</p>
<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p>		<p>5. U.S. Military card or draft record</p>		<p>5. U.S. Citizen ID Card (Form I-197)</p>
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>		<p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p> <p>For persons under age 18 who are unable to present a document listed above:</p>		<p>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
		<p>10. School record or report card</p>		<p>7. Employment authorization document issued by the Department of Homeland Security</p>
		<p>11. Clinic, doctor, or hospital record</p>		
		<p>12. Day-care or nursery school record</p>		