

Student Employment

Welcome!

My name is Abbie Raum. As the Student Employment Manager at Wartburg College, I want to invite you to participate in the Student Employment program this fall.

What makes Wartburg's student employment program unique?

It's not just an on-campus job; it's an extension of your education.

At Wartburg, we feel your education shouldn't be limited to your time in the classroom. Student employment provides you with hands-on work experience where you can develop a new skill set. Adaptability and curiosity are key to navigating the ever-changing world. In each on-campus job, you will be equipped with transferable job skills that will prepare you for success regardless of your anticipated career path.

Our faculty and staff go above and beyond to support our students.

Students are challenged and nurtured in their on-campus positions by dedicated faculty and staff. They can also be great mentors and resources for you as you find your place on campus.

We understand the importance of work-life balance.

At Wartburg, we recognize that you are a student first. Flexible work schedules are offered to help you find balance among your commitments, including classes and extracurricular activities.

An on-campus job can help you reach your financial goals.

Many students work on campus to help pay for tuition and related living expenses or to have spending money. By utilizing the Student Payroll Deduction Agreement, you can apply a percentage of your wages towards your tuition bill and have finance charges waived on any outstanding balance.

Please review the items on the following pages in preparation for an on-campus job. Reach out to me at (319) 352-8350 or studentemployment@wartburg.edu if you have any questions.

Sincerely,



Student Employment Manager & Accountant





Steps to Student Employment

>> Review your financial aid offer, estimated tuition bill, and monthly personal expenses to determine how an on-campus job can help you meet your financial goals.

It is our goal to have you walk confidently into your first year of college with a financial game plan. During SOAR, our staff will go through the details of your financial aid offer and estimated tuition bill. You and your family should consider how you will pay for tuition, housing and food, books and supplies, and basic necessities. Consider how you may be able to avoid taking out a loan or reduce your out-of-pocket expenses by working an on-campus job.

On average, first year students working 10-12 hours per week on campus earn between \$3,000 and \$4,000 per academic year. The Student Payroll Deduction Agreement is a great tool to apply a portion of your wages directly to your tuition bill each month and have finance charges waived on your outstanding balance.

>> Sketch out your class and activity schedule to determine how much time per week you can commit to an on-campus job.

Attending college full-time, participating in extracurricular activities, doing homework, hanging out with friends, and working an on-campus job can be a juggling act at times, but it also can be a great way to refine your time management skills. Once you have worked with your faculty advisor to finalize your class schedule and gathered schedules for your extracurricular activities, you can start to identify some pockets of time throughout your week for an on-campus job.

On-campus jobs offer flexible work schedules to accommodate your other commitments. At Wartburg, your education is always our highest priority. You can work as little as 1 hour per week or as much as 20 hours per week. An average student typically works 10-12 hours per week.

>> Login to Handshake and start applying for on-campus jobs on July 7.

Whether your resume is in its most basic form or rich with work history, now is a great time to start diversifying your work experience and further developing your transferable job skill sets. During the first week of July, watch for an email from the Student Employment Office in your Wartburg email inbox on how to access [Handshake](#), Wartburg College's online job board. On-campus position openings for the fall of 2025 will be posted on Handshake on July 7.



You are encouraged to apply for multiple on-campus jobs just in case you don't get your first choice. Contact departments directly to ask additional questions. And don't be afraid to apply for jobs that may push you outside of your comfort zone. Upon submitting your application, individual departments will follow up with you to share their hiring timeline and process.

>> Print, complete, and submit your student employment forms and IDs to the Student Employment Office.

Before you can start working on campus, you will need to complete and submit your student employment forms along with your IDs to the Student Employment Office personnel.

You are encouraged to complete and submit your student employment forms during SOAR. Upon reviewing your student employment forms, we will notify you over the summer via your Wartburg email if any items are outstanding or incomplete on your paperwork. This will then provide you with ample time to address these items prior to your first day of work in the fall.

The student employment forms are available on the [Student Employment Office website](#). Click on the yellow "Student Resources" box. Login is required (same credentials used to access your Wartburg email inbox). Select the "Student Employment Forms" folder. You may then print and complete the forms.

Here are a few guidelines to follow when completing your student employment forms:

- Use a black or blue pen. (no pencils)
- Use your legal/home/permanent address. (not your Wartburg address)
- Do NOT email your completed forms to our office as they will contain sensitive information.
- To complete the I-9 form, you are required to present documents verifying both their identity and citizenship to the Student Employment Office personnel. The Student Employment Office personnel are required to see original documents; copies or scans of these documents will NOT be accepted.

Any questions you may have while completing the student employment forms can be directed to studentemployment@wartburg.edu.



Required Student Employment Forms

✓ **Student Employee Care of Confidential Information Form**

✓ **Background Check Release Form**

✓ **I-9 Employment Eligibility Form**

To complete this form, you are required to present documentation verifying both identity and citizenship to the Student Employment Office personnel.

Please bring one of the following options with you:

- Option 1: Valid Driver's License/State ID AND Original Social Security Card
- Option 2: Valid Driver's License/State ID AND Original Birth Certificate
- Option 3: Valid U.S. Passport
- Option 4: Valid Foreign Passport with F-1 Visa AND Form I-94 AND Form 1-20
- Option 5: Review the instructions of the I-9 Form for additional acceptable IDs.

The Student Employment Office personnel are required to see original documents; copies or scans of these documents will NOT be accepted.

✓ **Federal W-4 Form**

✓ **State W-4 Form**

All students, except residents of Illinois, must complete the Iowa State W-4 Form. Residents of Illinois must complete the Illinois State W-4 Form and the Employee's Statement of Nonresidence in Iowa Form.

✓ **Direct Deposit Authorization Form**

You are required to provide verification of your bank's ABA/routing number and your bank account number.

Please bring one of the following options with you:

- Option 1: Printed documentation stating both ABA/routing number and account number (i.e. voided check, a screenshot from online access, a letter from banking institution).
- Option 2: A mobile device with your banking app in which both the ABA/routing number and full account number can be verified in person with our Student Employment Office personnel.

✓ **Student Payroll Deduction Agreement**

You may elect to have 0%, 25%, 50%, 75%, or 100% of your monthly student wages applied towards your tuition bill.