

What is LCC student employment?

On-campus jobs are available to eligible students who meet minimum enrollment requirements each semester. These paid jobs are conveniently located on-campus and provide opportunities to develop skills, build professional relationships (network) and acquire job-related experiences while actively attending LCC courses.

How do I apply for these positions?

Numerous positions are available at the downtown campus and extension centers (i.e. LCC North, East, West Campus, Howell-LIVCEN). Students are encouraged to create a personal user account and frequently check posted student jobs at <https://www.lcc.edu/admissions-financial-aid/finaid/work-study.html>.

What are the eligibility requirements each semester?

- Enrolled & actively attending 6.0 credits min. fall and/or spring semester(s), 3.0 credits min. in summer
- Maintain 2.00 minimum GPA unless it is the student's first semester of enrollment at LCC
- International students must be *enrolled* and *actively attending* 12 credits min. fall and/or spring semester(s), 3 credits min. in summer. Additionally, they must have a valid Form I-20 issued by LCC.

What are the benefits of working on-campus as a LCC student employee?

- Provides an opportunity to learn essential skills such as communication (verbal, written and interpersonal), teamwork, time management, problem solving, critical thinking and customer service
- Allows for active engagement with the campus community to help build personal networking relationships that are critical for career development and job advancement over time
- Jobs are conveniently located on-campus; and, work hours are scheduled around classes
- Research shows students who work a moderate number of hours per week (e.g. 15–20 hrs.) are more likely than others – even students who do not work at all – to persist and successfully earn degrees
- FICA taxes (i.e. Social Security & Medicare) are *not* withheld from student employee paychecks; therefore, net take-home pay is slightly greater than it would be for any external/non-LCC employer

How many hours per week are student employees allowed to work?

- Student employees may work a maximum of 25 hours per week during any semester. International students may work 20 hours/week in spring and fall semester(s), but are allowed to work 25.0 hrs. max. in summer. Weekly work hour limits apply year-round; students are not allowed to work additional hours at any time throughout the year.

Tips for making your LCC Student Employment Application more appealing to employers

Complete the application thoroughly, accurately, and neatly to show you take pride in your work.

Incomplete/missing information wrongly tells the employer you are not able to properly follow instructions.

Proofread your application to ensure NO misspellings, incomplete addresses, wrong phone numbers, missing dates, etc. These errors are viewed negatively and tell employers you are unprepared and inattentive to details.

Always complete the "Work Experience" section. Never leave this section blank, even if you have no paid work experience. Instead, list any unpaid experiences (e.g. volunteer, charitable work, self-employment, freelancer or homemaker). You may even list casual jobs like coaching, tutoring, babysitting, mowing lawns, etc.

Always be prepared to, "Provide your references upon request." References fall into two categories: *character* and *professional*. Character references are those who can testify to your unique individual qualities such as attitude, ability and personality (e.g. advisor, professor, Success Coach). Professional references are those who observe how you function in a work/volunteer setting (e.g. supervisor, coworkers, trainer, etc.). Before using someone as a reference, it is critical to secure their permission in advance. Do not put your reference(s) in an awkward situation where they could be surprised or caught off guard if/when an employer contacts them to conduct a reference check on your behalf.