Student Employment Questions and Answers

What is Federal Work Study (FWS)?
FWS is an opportunity for eligible students to earn up to the amount that they are award for FWS, if they get a FWS job. The college has a limited amount of funds to use to support this program; so funds are awarded on a “first come first served” basis. All student employment is dependent on availability of funding. As you may imagine, there are more students eligible than what we have funds for.

How do I find information about Student Employment Opportunities?
All open student employment positions, including FWS positions, are to be posted on the Thunder Job Board http://www.collegecentral.com/terra/.

- You will also see any employment postings for off campus positions for students and alumni posted on the Thunder Job Board. Your Access ID is your student ID number. The first time you log-on, select forgot password. This will give you the opportunity to create your own password.

How do I apply for Student Employment?
1. You will need to complete a student employment application and submit it to the Career Services Office B104, in the Kern Center.
   o Student Employment Application forms are available at the Career Service Office B104 and are also available on Terra’s website.
   It is helpful to know your major and where you hope to work listed on the application.
   You may submit your student employment application to Career Services in B104. You may also mail it to Career Services.

2. You also need to upload your resume to the Thunder Job Board for approval. When you submit your resume on the Thunder Job Board it will be reviewed. Your resume will be marked either approved or not approved. If approved, it will be available for you to forward to employers through the job board. If not approved, you will receive suggestions for improvement. You can then edit and resubmit your resume to the Thunder Job Board.
   o If you need assistance, Career Services can assist you with resume guidance

3. The resumes are then available for employers to review.

What are the minimum requirements for Student employment?
The first focus for students should be on their studies. Therefore, all student employees must be considered in good academic standing by maintaining a minimum cumulative grade point average (GPA) of 2.0. In the case of a new student without a GPA, the first term of employment will be a probationary period with the expectation that his minimum will be met. Students not maintaining this minimum will not be eligible for student employment until their GPA has been improved to the 2.0 minimum. Any expectations to this must be discussed and approved by the Coordinator of Career Services.

Students must be enrolled in at least 6 credit hours to be eligible for student employment and should be degree or certificate seeking; this includes students who are registered as transfer
Students. Under normal circumstances, students are limited to a maximum of 25 hours per week during periods of enrollment. Students may work during periods of non-enrollment (summer) provided they are enrolled in the next term. Students employment ends when a student finishes his/her coursework at Terra (graduates, completes certificate, and/or is not enrolled for the following term).

Generally, what types of jobs are there for Student employees?
Students are employed on campus in most offices and departments.

What is the rate of pay for student employees?
Most students are paid the Ohio minimum wage which is currently $7.85 per hour. There are a few exceptions where students are paid at a higher rate.

Any question of interpretation regarding the student employment procedure shall be referred to the Coordinator of Career Services for final determination. The student employment procedures will be reviewed every three years under the direction of the Coordinator of Career Services.