

# Student Employment Application



Potsdam Auxiliary College Educational Services, Inc (PACES) is a not-for-profit corporation on the SUNY Potsdam campus. Our goal is to provide quality services to the college community. We are a progressive, student-oriented operation with approximately 250 student employees. Student employment with PACES is an excellent opportunity to gain valuable work experience prior to graduation, to develop life-long relationships with some of the nicest people on campus, and to earn money.

## **Who qualifies for employment?**

Any student who is a current student with a valid college ID or High School Student with working papers. Students must provide employment eligibility verification : a U.S. Passport or a Driver's license/ permit or School ID card **and** a Social Security card or a certified copy of a Birth Certificate to complete mandatory I-9 and W-4 forms. For other options, consult [www.formi9.com](http://www.formi9.com)

## **What is the criteria for selecting students for employment?**

Availability of work hours, experience, and meeting physical requirements of the position are all criteria in the selection process. These factors being equal, PACES will hire students on a first-come, first serve basis.

## **How many hours may I work?**

PACES recognizes that you are first and foremost a student at SUNY Potsdam. Please consult the PACES payroll office for any restrictions about the number of hours, (usually no more than 20 work hours per week) that you are eligible to work.

## **What is the payment procedure?**

You are paid every other week on Fridays. Direct deposit is available and is a quick and efficient way for you to access your wages. Contact the PACES payroll office for more details.

## **How much do I get paid?**

Dining Service, College Store and Union Market student employees will earn a starting wage of \$7.50 per hour. Please review work performance related incentives, increases and returning wage rate information on the back of the application.

## **Are there any benefits?**

Yes. Besides wages and valuable work experience, there are also advantages of convenient campus locations and work schedules compatible with your classes. PACES offers scholarships and awards for eligible students. The College Store offers a 10% discount on merchandise (some exceptions apply.)

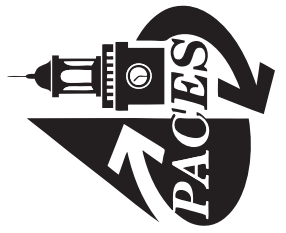
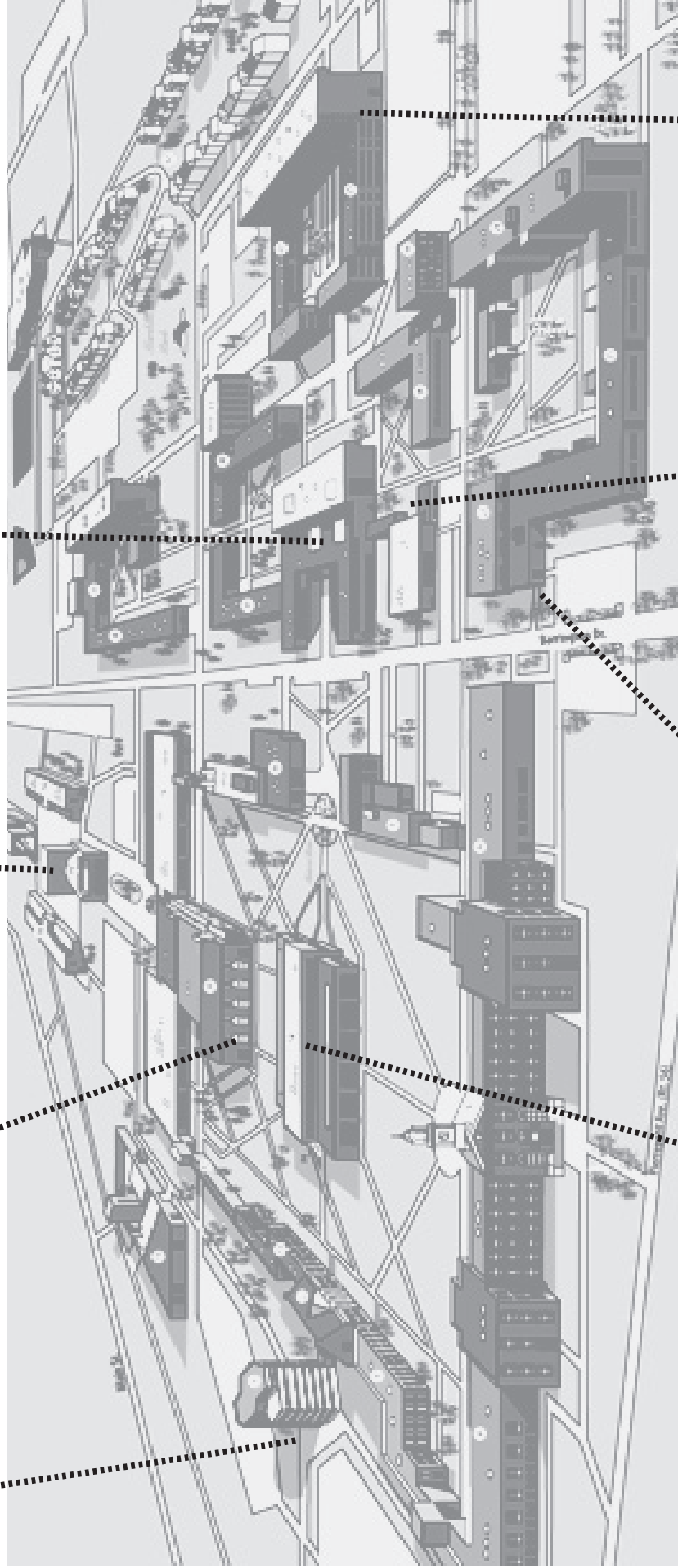
Thank you for applying for a job at PACES. PACES adheres to the Equal Opportunity Employment Act. For an electronic version of the application form, payroll schedule, student employee handbook and direct deposit form go to: <http://www.potsdam.edu/offices/paces/employment>

Pratt Commons  
Becky's Place  
Bryan McNamara or  
Assistant Manager

Merritt Hall  
PACES Administrative Offices  
Payroll & SUNYCard Office

Crane Complex  
Crane Snack Bar  
Bryan McNamara or  
Assistant Manager

Student Union  
The College Store-Kathy Johnson-White, Carlie Robinson  
The Union Market- Robin Russell  
Student Union Food Court- Sally Arquiett, Peter Beckstead,  
Brian Pickering



Crumb Library  
Minerva's Cafe  
Bryan McNamara or  
Assistant Manager

Lehman Dining Center  
Clare Sheehan, Laurie Noble  
or Assistant Managers

Thatcher Hall  
Catering- Lori Smith

Bowman Kitchen  
Amy Randall

# How to complete this application

1. Use ink only, print clearly
2. Read, complete, answer all questions and sign the application
3. Print your Week at a Glance formatted class schedule (available on BearPAWS)
4. Return the application and class schedule (or copies of) to the unit(s) in which you wish to work

## Personal Information

Student Name: \_\_\_\_\_  
Campus Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Campus Mailbox#: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Email: \_\_\_\_\_  
Emergency Contact Info: \_\_\_\_\_ Phone#: \_\_\_\_\_

## Employment Requested

Total Hours desired to work? \_\_\_\_\_ (20 Hours maximum per week) Are you a Work Study Student? Y/N  
Semester applying for: FALL/SPRING/ SUMMER Class: { }Fr { }So { }Jr { }Sr { }Grad { }High School

## Work Experience

Have you ever worked for PACES before?: { }Yes { }No If yes: When: \_\_\_\_\_  
Where: \_\_\_\_\_  
What Duties: \_\_\_\_\_

## Work Availability

Times Available to work, please circle any and all that might apply. (Example you can work from 7am-10am, so you would circle Early Morning and Morning)

Early Morning (5am-8am)	Morning (8am-11am)	Mid Day (11am-2pm)	Afternoon (2pm-5pm)	Evening (5pm-9pm)	Nite (9pm-12am)	Late Night (12am-2pm)
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Are you available to work on weekends?: { }Yes { }No

***I understand my employment with PACES is temporary and on as needed basis. No job is considered guaranteed or permanent.***

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# ***PACES STUDENT WAGE RATES***

*These rates and incentives apply only to SUNY College Students*

<b>Dining Services</b>	<b>Hourly Rate - Student Employee</b>
Starting Wage	\$7.50
Returning Wage (for each continuous year employed)	\$.25
Student Incentive (must have perfect attendance & worked 100 hours in one semester)	\$.50 for every hour worked
Catering Supervisor Wage	\$8.25
Catering Supervisor Student Incentive (must have perfect attendance & worked 100 hours in one semester for Catering)	\$1.75 for every hour worked
Catering Employees	Free meals; managers discretion
DS Employees working 10am-2pm	Free meals; not to exceed \$5.00
All DS Employees	Free fountain drinks; managers discretion
<b>College Store Complex</b>	<b>Hourly Rate - Student Employee</b>
Starting Wage	\$7.50
Returning Wage (for each continuous year employed)	\$.25
Union Market Supervisor Wage	\$8.25
All CS Complex Employees	10% discount in the College Store Complex

Annual awards and scholarships are presented each spring to SUNY Potsdam College students who work at PACES. Students can self nominate or be nominated. Applications available at <http://www.potsdam.edu/offices/paces/employment>