

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.

How do I apply?

Bring your class schedule to the area in which you wish to work and speak with a unit manager to find out if they are hiring for the times you are available. Complete an application and turn it into that manager.

Who qualifies for employment?

Any current SUNY Potsdam student with a valid college ID. Students must provide employment eligibility verification : a copy of your Social Security card **and** your Passport. If you do not have a Passport, you must provide a Driver's license/permit and a copy of a Birth Certificate in order to complete mandatory I-9,W-4, wage theft, and NYS forms.

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. PACES typically limits 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. Wage rates are listed on the back page.

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 student employees. The College Store and Union Market also offer discounts on merchandise (some exceptions apply) to their student employees.

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>

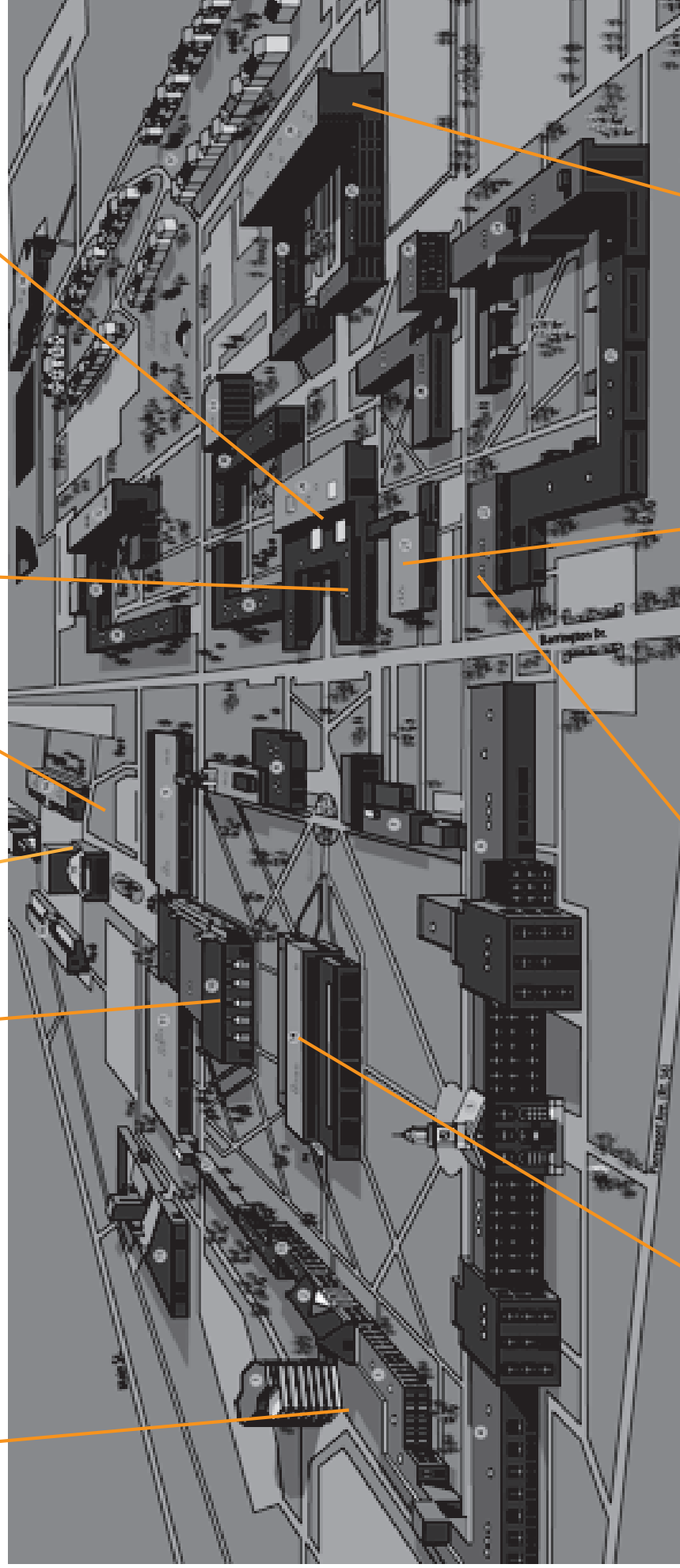
**Becky's Place
Tim Hortons**

**Merritt Hall
SUNYCard Office
PACES Administrative Offices**

**Crane Commons Snack Bar
Performing Arts Cafe**

**The College Store
The Union Market**

Student Union Dining Court



Minerva's Cafe

Lehman Dining Center

**Thatcher Hall
Dexter's Cafe
Catering Office
Dining Services Office**

Bowman Kitchen

PACES Campus Locations

How to complete this application

1. Use ink only, print clearly
2. Read, complete, answer all questions and sign the application
3. Return the application and class schedule (or copies of) to the unit(s) in which you wish to work. You must provide a copy of your BearPAWS "Week at a Glance Schedule" with your completed application.

Personal Information

Student Name: _____

Cell Phone: _____ Campus Email: _____

Campus Mailbox#: _____ Student ID#: _____

Home Address: _____

Emergency Contact Info: _____ Phone#: _____

Employment Requested

Total Hours desired to work? _____ (20 Hours maximum per week) Are you a Work Study Student? Y/N

Date Available to Start Work _____ Class Year: { }Fr { }So { }Jr { }Sr { }Grad

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*** apply. (Example you can work from 7am-10am, so circle Early Morning and Morning)

Early Morning (5am-8am)	Morning (8am-11am)	Mid Day (11am-2pm)	Afternoon (2pm-5pm)	Evening (5pm-9pm)	Night (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 Potsdam Students

Dining Service	Hourly Rate- Student Employee
Minimum Wage as of 1/2018	\$10.40
Minimum Wage as of 1/2019	\$11.10
Minimum Wage as of 1/2020	\$11.80
Benefits	
<i>Four Hour Shift will receive One Free Meal and beverage (not to exceed meal allowance value). Catering Employee: Free meal at Manager's discretion after working an event.</i>	

The College Store/Union Market	Hourly Rate- Student Employee
Minimum Wage as of 1/2018	\$10.40
Minimum Wage as of 1/2019	\$11.10
Minimum Wage as of 1/2020	\$11.80
Benefits	
The College Store & Union Market Employee	Discount on eligible purchases.

Annual awards and scholarships are presented each spring to SUNY Potsdam College students who work for PACES. Students can be nominated or apply for awards and recognitions.

Applications are available at: potsdam.edu/offices/paces/employment or through PACES' Dining Services, Business or Human Resource offices.