

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.

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 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 certified copy of a Birth Certificate in order to complete mandatory I-9,W-4 and NYS forms. For other options, consult 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?

PACES' Dining Service, College Store student employees are paid minimum wage.

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 offers 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

PACES Administrative Offices

Crane Commons Snack Bar

Performing Arts Cafe

Student Union Dining Court

The College Store

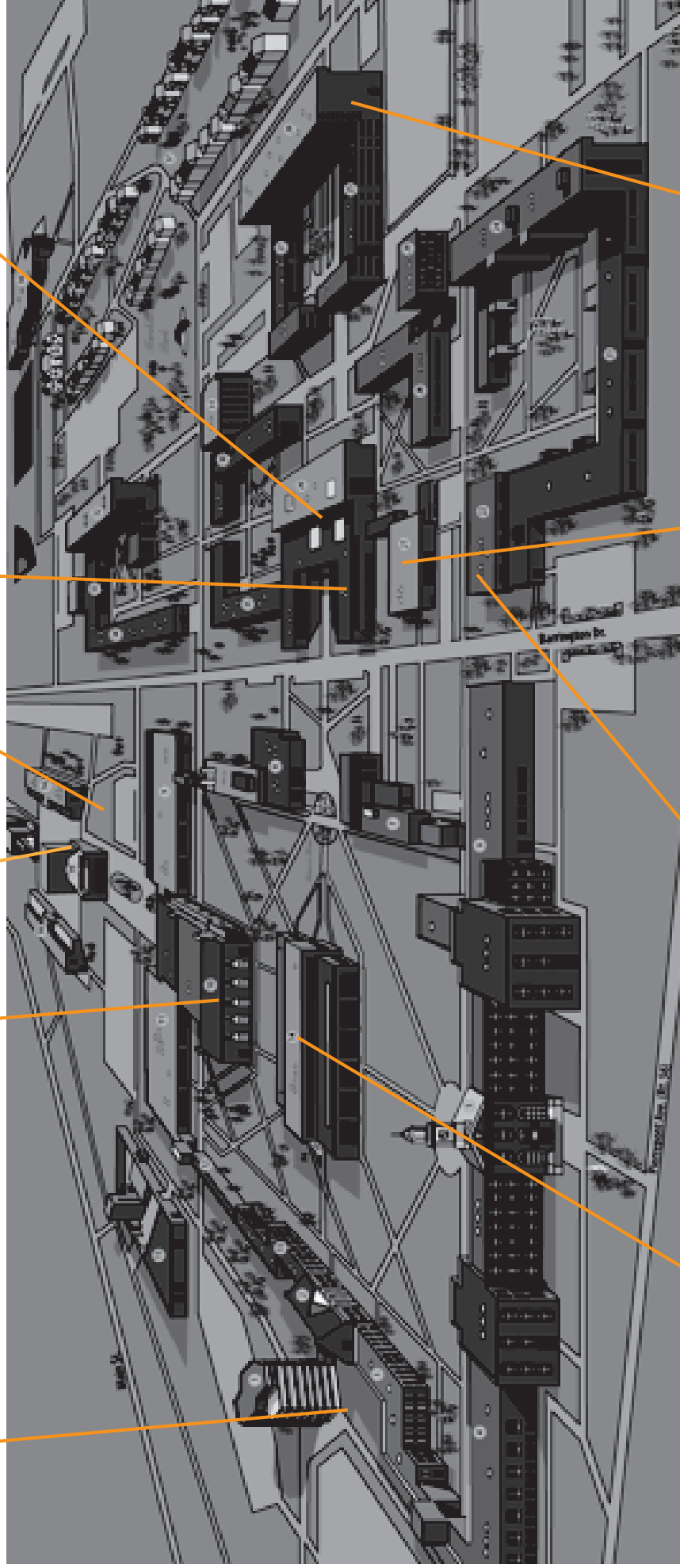
Minerva's Cafe

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 { }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*** 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)
----------------------------	-----------------------	-----------------------	------------------------	----------------------	---------------------

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

1

<i>Dining Service</i>	<i>Hourly Rate- Student Employee</i>
Minimum Wage as of 1/21	\$12.50
Minimum Wage as of 1/22	TBA
Benefits 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</i>	<i>Hourly Rate- Student Employee</i>
Minimum Wage as of 1/21	\$12.50
Minimum Wage as of 1/22	TBA
Benefits	
The College Store	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 self nominated for awards and recognitions.

Applications at: potsdam.edu/offices/paces/employment or through the PACES Business or Human Resource office, located in Merritt Hall.

Prior to completing your application, go to the unit location in which you wish to work. Bring your class schedule and speak with a manager to find out if they are hiring for the times you are available.