

Wichita State University International Student On-Campus Employment Guide

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Introduction:

The purpose of this guide is to provide international students enrolled at Wichita State University with guidance and information regarding on-campus employment opportunities. In addition, it includes assistance in understanding the regulations, processes, and resources available to help you find and maintain on-campus employment while maintaining your student status.

On-campus employment refers to any work performed on the University premises or at an off-campus location affiliated with Wichita State University. The regulation is as follows:

[8 CFR 214.2\(f\)\(9\)\(i\)](#)

(i) On-campus employment. On-campus employment must either be performed on the school's premises, (including on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location that is educationally affiliated with the school.

International students are eligible to work on-campus during their studies to help support themselves financially and gain valuable work experience related to career readiness.

Eligibility for On-Campus Employment:

You must maintain your F-1 student status to be eligible for on-campus employment. This includes maintaining a full course of study, making satisfactory academic progress, and complying with immigration regulations.

To be eligible for on-campus employment, you must/be:

1. Enrolled as a full-time student, as defined by Wichita State University. This means maintaining a minimum course load of 12 credits per semester (fall/spring) for undergraduate students and 9 credits per semester (fall/spring) for graduate students.
2. Maintain good academic standing to remain eligible for on-campus employment. If your academic performance falls below the required standards, your ability to continue working on campus may be impacted.

For more information, refer to the following in [WSU Policies and Procedures Manual](#):

8.02 / Student Employment [Eligibility Requirements – Academic Year B, 2](#)

Document Requirements: You will need certain documents to apply for on-campus employment, including a valid passport, Form I-20, and Form I-94. Keeping these documents up to date and in a safe place is essential. Additional information on this process is found in the *Applying for On-Campus Employment & Work Authorization section*.

Types of On-Campus Employment for Eligible International Students:

Regular Student Employment: Student assistant positions are offered in different departments and offices throughout the university campus. These positions provide students with valuable opportunities to collaborate closely with faculty or staff members, assisting them with administrative tasks, research, tutoring, customer service, and other related responsibilities. You can find these positions listed on Handshake, and they are available in various locations such as the library, dean's offices, training and technology departments, academic department offices, physical plant, campus recreation, housing, career center, student involvement offices, and other units across the campus.

Pay: Hourly

Background Check: [Depends upon circumstance](#)

Length of Work Assignment: Active until terminated, typically one or more semesters.

Graduate Assistantships: Graduate students may have the opportunity to apply for various positions such as graduate staff assistant (GSA), graduate teaching assistant (GTA), or graduate research assistant (GRA). To learn more about these positions, you can visit the [assistantship website](#) provided by the Graduate School. GSA positions may be listed on Handshake, while GTA and GSA positions are usually obtained directly through your department of study.

Pay: Salary

Background Check: International – Not required. Background checks conducted by Federal Homeland Security as part of the visa process are considered acceptable for employment purposes.

Length of Work Assignment: One semester

Finding On-Campus Employment:

The Shocker Career Accelerator is an excellent resource for finding on-campus employment. We can provide information on searching for on-campus positions, help with an on-campus resume and cover letter preparation, and offer interview tips and guidance.

Prepare a professional resume and cover letter highlighting your skills, experiences, and relevant coursework to apply for an on-campus job. Your application and resume should be tailored to each specific job opportunity and emphasize your ability to contribute to the role. Keep in mind that there are more students seeking on-campus work than there are jobs available, and some positions have over 100 applicants, so tailor your resume. *Focus on [transferable skills](#) specifically customer service, communication, and teamwork, rather than technical skills and experience unless you are applying for a technical on-campus job.*

[Resume Templates](#)

[DNA of a Resume](#)

[Resume Action Verbs](#)

[Build a Bullet Point Worksheet](#)

[Schedule an Appointment with the Shocker Career Accelerator](#)

Check Handshake regularly for on-campus job postings. This platform often lists open positions, allowing you to apply online and submit necessary documents such as your resume and days/times you are available to work on campus.

[Handshake](#)

[On-Campus Jobs Website](#)

Attend career fairs, departmental events, and student organizations to expand your network and increase your chances of finding suitable employment.

[On-Campus Jobs Fair](#)

[Career Connection Root beer Kegger](#)

Department and Faculty Recommendations: Reach out to your professors, advisors, and department heads to inquire about on-campus job openings. They may have information about research assistantships, teaching assistantships, or other positions related to your field of study.

Applying for On-Campus Employment & Work Authorization:

Completing Employment Applications: Read and follow the instructions provided in the job posting carefully. Complete all required sections of the employment application accurately and provide any additional documentation requested.

Interviews and Follow-Ups: If selected for an interview, prepare by researching the department or office where you are applying. Dress professionally, practice common interview questions, and be prepared to ask questions about the position. After the interview, send a thank-you email or note to express your appreciation for the opportunity.

[Interview Guide](#)

[Interview Cheat Sheet](#)

[Interview Checklist](#)

[Schedule an Appointment with the Shocker Career Accelerator](#)

Work Authorization Process: Once you secure a job offer, you must obtain work authorization. This process involves completing the necessary paperwork, such as Form I-9, and submitting it to the appropriate office on campus, such as the international student office or human resources department.

[International Student Employment Checklist](#)

Obtaining a Social Security Number: You will need a Social Security Number (SSN) to work on-campus. To apply for an SSN, visit the local Social Security Administration office with the required documents, including your passport & I-94, Form I-20, employment offer letter, and employment eligibility verification (International Office).

Renewing Work Authorization: Work authorization is typically granted for a specific period, often based on the academic year. If you plan to continue working beyond the authorized period, consult with the international student office to extend your work authorization.

On-Campus Employment Student Responsibilities:

Work Hour Limitations: As an F-1 student, you can work on-campus for up to 20 hours per week while classes are in session and up to 40 hours per week during school breaks. It would be best to track your work hours and not exceed the authorized limits.

Vacation and Break Periods: During official university vacation periods, such as winter or summer breaks, you can work on-campus full-time (up to 40 hours per week) without negatively impacting your immigration status.

Reporting Requirements: Report any changes in your employment status or work hours to the international student office promptly. They can guide you through any necessary paperwork or adjustments to maintain compliance with immigration regulations.

Being an Effective Student Employee:

Scheduling and Time Management: Effectively manage your schedule to balance your work hours with your academic responsibilities. Prioritize your coursework and allocate dedicated time for studying, attending classes, and completing assignments.

Balancing Work and Academic Responsibilities: Maintain open communication with your workplace supervisor about your academic commitments and any conflicts that may arise. Seek their understanding and establish a healthy work-study balance.

Communicating with Employers: Maintain regular communication with your employer regarding work schedules, time-off requests, or any changes in your availability. Be professional and respectful in your interactions.

Academic Advising and Support: Seek guidance from academic advisors or faculty members when faced with challenges related to balancing work and academics. They can provide valuable advice and support to help you succeed.

Rights and Responsibilities: Familiarize yourself with your rights as an employee, including workplace safety, fair treatment, and protection against discrimination or harassment. Understand your responsibilities regarding attendance, punctuality, and job performance.

[Student Code of Conduct](#)

Workplace Etiquette and Professionalism: Always Uphold a professional attitude and demeanor in the workplace. Adhere to the established guidelines and policies of your department or office. Respect the confidentiality of any sensitive information encountered during your duties.

Frequently Asked Questions:

How many hours can I work per week? While classes are in session, F-1 students are limited to working a maximum of 20 hours per week. You can work up to 40 hours per week during school breaks or official vacation periods.

Can I work during the summer break? Yes, during official university vacation periods, including summer break, you can work on-campus full-time (up to 40 hours per week) without negatively impacting your immigration status.

Where can I get help with my resume? Contact us in the Shocker Career Accelerator for resume help and other resources:

[Schedule an Appointment](#)

[DNA of a Resume](#)

[Build a Bullet Point Worksheet](#)

I have a job offer. Do I need a Social Security Number (SSN)?

Yes, you must apply for a [Social Security Number](#) within 30 days of hire. If you have an SSN from a previous on-campus employer, you do NOT need a new one.

Additional Resources:

U.S. Citizenship and Immigration Services (USCIS): Visit the USCIS website (www.uscis.gov) for official information on immigration regulations, work authorization, and any updates or changes to policies affecting international students.

Department of Labor (DOL): The DOL website (www.dol.gov) provides information on labor laws, employee rights, and wage regulations for on-campus employment.

Social Security Administration (SSA): For information on obtaining a Social Security Number or understanding your rights and responsibilities related to your SSN, visit the SSA website (www.ssa.gov).

[Office of International Education](#): Wichita State University's international student office is a valuable resource for information, guidance, and additional support related to on-campus employment. Reach out to them regarding questions you may have.

[Academic Calendar](#)

[Student Success](#)

[Care Team](#)

[GoinGlobal](#)

[Handshake](#)

[International Student Employment Graphic](#)

[International Student Hardship Fund](#)

[Linkedin Learning](#)

[Office of the Registrar](#)

[Shocker Career Accelerator](#)

[Shocker Support Locker](#)