

FWS Email to Students

Dear Syracuse Student,

We hope you are having an enjoyable summer.

As part of your 2017-18 financial aid package, you were awarded Federal Workstudy (FWS). FWS provides you with an opportunity to work part-time and earn money to help pay for expenses. Over half of our student population are employed in both on- and off-campus jobs.

Searching for Jobs

Jobs are available in a variety of units and locations throughout campus, and we encourage you to explore all of the student job opportunities at www.sujobopps.com. Here, you can find opportunities in retail, recreation, administrative and clerical, technology, and food services, to name a few. New jobs are posted throughout the summer and academic year, and you are welcome to apply to as many jobs as you would like. Some jobs are based on your availability, so you will want to have your class schedule accessible when applying for jobs. Student employees work approximately 10-15 hours per week, and may have multiple jobs subject to their schedules. You may begin applying for jobs at any time, and you may even be hired prior to arriving on campus for the fall semester.

Food Services Job Opportunities

As one of the largest student employers on campus, Food Services has a variety of jobs working in residential dining centers, snack bars and cafes, catering and Carrier Dome Concessions. These positions offer a wide variety of hours and flexibility, and work is available during the day, at night, and on weekends. We have recently streamlined the process for obtaining a job in Food Services and students can now apply and get hired through a simple online application. Once you apply, your application is reviewed, and if hired, you will receive an email confirming all the details of your new job. These opportunities may also be found on www.sujobopps.com.

Employment Eligibility Verification (I-9)

Before your first day of work, you will need to complete an Employment Authorization Verification (I-9 form) and provide us with documents to show your identity and authorization to work. Be sure to bring with you original documents. A full list of acceptable documents is found on <https://www.uscis.gov/i-9-central/acceptable-documents>. For your convenience, from August 25 - September 1, 2017, we will have a satellite office located at Goldstein Alumni and Faculty Center (on University Promenade) for completion of the I-9. Our main office at 210 Steele Hall will be closed during this time period, but will resume normal operations on September 2, 2017. Our hours are 8:30am - 5pm Monday thru Friday during the academic year.

If you have specific questions regarding student employment or the I-9 process, please do not hesitate to contact us at 315-443-2268 or hrrses@syr.edu.

We look forward to seeing you in August.

Sincerely,

The Student Employment Services Team