

## What is LCC student employment?

***On-campus positions are available to students who are enrolled and actively attending at least half-time (6.0 credits minimum) at LCC during fall and spring semesters; and, summer semester minimum is 3.0 credit hours. International students (F-1 visa holders) must be enrolled full-time (12.0 crs. minimum) in the fall and spring semesters; however, summer semester only requires 3.0 credit hours to maintain eligibility.***

## How do I apply for these positions?

Numerous positions are available at the downtown campus and various extension centers (i.e. LCC North, East, West Campus, Livingston Center-Howell). Students are encouraged to create their personal user account and frequently check the posted *Student jobs* on the LCC website: [https://internal.lcc.edu/hr/job\\_openings/](https://internal.lcc.edu/hr/job_openings/).

## What are the eligibility requirements?

***The following criteria are required each semester in which the student is actively working:***

- Must be *enrolled and actively attending* 6.0 credits min. in fall and/or spring semesters, 3 credits min. in summer
- Maintain a 2.0 minimum GPA, unless it is the student's first semester of enrollment at LCC
- International students must be *enrolled and actively attending* 12 credits minimum in fall and spring semester(s), 3 credits minimum in summer; and, they must have a valid Form I-20 issued by LCC
- Must be at least 18 years of age and/or a high school graduate who is at least 17 years of age

## What are the benefits of working on-campus as a LCC student employee?

- These jobs provide an opportunity to learn essential skills such as communication (verbal, written and interpersonal), teamwork, time management, problem solving, critical thinking and customer service
- It is a great way to engage with the campus community and build networking relationships that are critical for both the short and long-term career development/job advancement of current LCC students & alumni
- Jobs are conveniently located on-campus; and, work hours are scheduled around classes
- Research shows that students who work a moderate number of hours per week (e.g. 15 – 20 hours) are more likely than others – even students who do not work at all – to persist and successfully earn degrees
- FICA taxes (i.e. Social Security & Medicare) are *not* withheld from student employee paychecks. Therefore, their net take-home pay is slightly more than it would be if they worked for an off-campus/non-LCC employer

## How many hours per week are student employees allowed to work?

- Student employees may work a maximum of 25 hours per week during any semester. F-1 visa/international students are allowed to work 20 hrs./week maximum. The weekly work hour limits apply year-round; student employees are *not allowed to work additional hours* at any time throughout the year.

***\*Tips for making your LCC Student Employment Application more appealing to employers\****

***Complete the application thoroughly, accurately, and neatly to show you take pride in your work.*** Incomplete and/or missing information wrongly tells the employer that you are unable to properly follow instructions.

***Proofread your application to ensure there are NO misspellings, incomplete addresses, wrong phone numbers, missing dates, etc.*** Such errors are viewed negatively and tell employers that you are unprepared and inattentive to detail.

***Always complete the “Work Experience” section.*** Even if you have no formal work experience, never leave this section blank. Instead, list any informal and/or unpaid experiences (e.g. volunteer, charitable/civic work, self-employment, freelance work, or homemaker). You may even list casual jobs like: coaching, tutoring, baby-sitting, or mowing lawns.

***Always be prepared to, “Provide your references upon request.”*** References fall into two categories: *character* and *professional*. A character reference is someone who can testify to your unique individual qualities such as your attitude, abilities, personality, etc. (e.g. advisor, mentor, etc.). Professional references are those who observe you in the workplace or a volunteer/community activity setting (e.g. supervisors, coworkers, etc.). Before listing someone as your reference, it is critical to secure that person's permission and approval in advance. Do not put your reference(s) in a situation where they could be surprised or caught off guard, if/when an employer contacts them on your behalf to conduct a reference check.