**LCC Student Employment: Tips & Important Information**

**What is LCC student employment?**

Student employment is available to eligible students who meet minimum enrollment and GPA requirements each semester. Paid jobs are conveniently located on-campus and provide opportunities to develop important skills, build networking relationships and acquire valuable work experience while actively attending LCC courses. Jobs are conveniently located at either the downtown campus and/or one of LCC’s extension centers (i.e. West Campus, LCC East, Howell-LIVCEN, etc.).

**How do I apply for these positions?**

Student jobs are posted on the [**Careers at LCC**](https://jobs.lcc.edu/en/listing/). Interested students must create a user account that allows them to apply to available positions online using the PageUp system.

**What are the work eligibility requirements for each semester?**

* Enrolled and actively attending 6.0 credits min. fall and/or spring semester(s), 3.0 credits min. summer
* Maintain 2.00 minimum GPA unless it is the first semester of enrollment at LCC
* International students must be enrolled and actively attending 12.0 credits min. fall and/or spring semester(s), 3.0 credits min. in summer. Additionally, they must have a valid Form I-20 issued by LCC.

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

* Provides opportunity to earn extra money for school and/or personal expenses while gaining essential skills such as communication, teamwork, time management, problem solving, critical thinking and customer service
* Work hours are scheduled around the student’s LCC scheduled class times
* Research shows that students who work a moderate number of hours per week (e.g. 15–20 hrs.) are more likely than others – even students who do not work at all – to persist and successfully graduate
* Build personal relationships that are important for long-term career development and job advancement over time

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

* Student employees may work a maximum of 25.0 hours per week during any semester
* International students (F-1/M-1 visa) may work 20.0 hrs./week in spring and fall semester(s) but may work 25.0 hrs./week during summer semester only

**Tips for making your Student Employment Application and Cover Letter more appealing to LCC Hiring Managers**

*1.* ***Complete the application thoroughly, accurately and neatly to show you take pride in your work.*** Incomplete/missing information wrongly tells the employer you are not able to properly follow instructions.

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

*3.* ***Always complete the Work Experience section on application*.** Never leave this blank, even if you have no paid work experience. Instead, list any unpaid experiences (e.g. volunteer, charitable work, self-employed, freelancer, etc.). You may even list casual jobs like coaching, tutoring, babysitting, mowing lawns, etc.

*4.* ***Always be prepared to, “Provide your references upon request.”*** References primarily fall into two categories: character and professional. Character references are those who can testify to your unique individual qualities such as attitude, ability and personality (e.g. advisor, professor, Success Coach). Professional references are those who observe how you function in a work/volunteer setting (e.g. supervisor, coworker, trainer, etc.). Before using anyone as a reference, it is critical to secure their permission in advance. Never put your reference(s) in an awkward situation where they could be surprised or caught off guard if/when an employer contacts them to conduct a reference check on your behalf.