



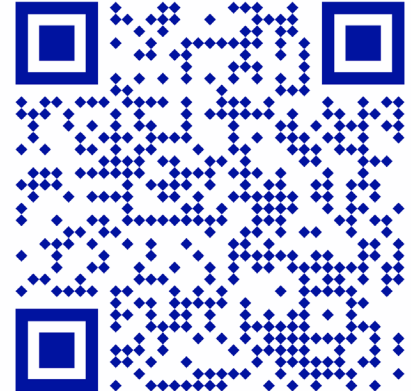
BEACON COLLEGE

Student Employment FAQ

1. Are there any student jobs available for Fall 2024-Spring 2025?

Visit the website URL or scan the QR code to view available positions.

<https://www.beaconcollege.edu/position/student-worker/>



2. Do I have to submit an application?

Yes. Scan the QR code to access open positions. Complete and submit your application.

Only candidates who meet the qualifications of the position will be interviewed.

3. I submitted my application two weeks ago and still haven't heard from anyone?

Email the Student Employment Coordinator at HR@beaconcollege.edu to request the status. Please provide the title of the position.

4. Does my G.P.A. matter?

Yes. Minimum G.P.A. to apply is a cumulative G.P. A. of 2.0.

Some positions may require a passing grade in the class or a higher cumulative G.P.A. requirement.

Be sure to read the Requirements section in the job description.

4. How long does it take to get hired?

This will depend on the hiring supervisor and the start date of the position.



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5. Why are some of the positions on the website all semester?

Departments are still searching for interested candidates.

6. What happens when the position is filled?

The hiring supervisor will email all candidates that the position has been filled.

7. I was offered a position. What are the next steps?

Whether you are new or have worked for Beacon College employment before, there is an administrative process that must be followed.

Here are the steps:

- Completion of all the following employment documents:
 - Offer Letter signed.
 - Policies signed.
 - a. Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Agreement
 - b. Confidentiality Policy
 - c. Student Employment Guide Acknowledgement
 - Mystaffingpro documents completed.
 - a. W-4
 - b. Direct Deposit (Optional)
 - c. I-9 Form (page 1)
 - Schedule an appointment with Human Resources. Provide I-9 **ORIGINAL** acceptable documents for I-9 verification and completion.
 - PayChex Flex registration completed. (For payroll)
- **Before you begin working you must receive a confirmation email from Human Resources that you are cleared to work and includes the start date of your employment.**