

# auxiliary Services

# Student Employment Application

Auxiliary Services is a not-for-profit corporation located on the SUNY Oswego campus. Our mission is to provide quality ancillary services to the SUNY Oswego college community. We are a progressive, student-oriented operation with approximately 750 student employees. Student employment with Auxiliary Services is an excellent opportunity to gain valuable work experience prior to graduation, to develop life-long relationships with some of the nicest people on campus, and to earn money.

## Who qualifies for student employment?

Any student who maintains full-time status, (12) credit hours undergraduate, (9) credit hours graduate, is eligible for employment with Auxiliary Services.

## How do I apply?

You apply directly to the location(s) you are interested in (see map inside). This application is considered current for the present academic semester. *You will need to reapply every semester.*

## What is the criteria for selecting students for employment?

Availability of work hours, significant work experience and meeting any physical requirements of the position are all criteria in the selection process. These factors being equal, Auxiliary Services will hire students on a first-come, first-serve basis.

## How many hours may I work?

Auxiliary Services recognizes that your primary role while attending college is that of student. With that in mind, you may be scheduled for and work no more than 20 hours a week during the academic semester.

## What is the payment procedure?

After you have completed the required employment paperwork, including tax forms and I-9 form, paychecks are distributed biweekly, on Fridays. Direct deposit is also available. **Please note:** Your earnings as a student employee are considered income and subject to all federal, state and local taxes. While maintaining full-time status as a student, you will be exempt from FICA (Social Security) tax.

## How much do I get paid?

All student employees will start at the SUNY prevailing minimum wage.

## Are there any benefits?

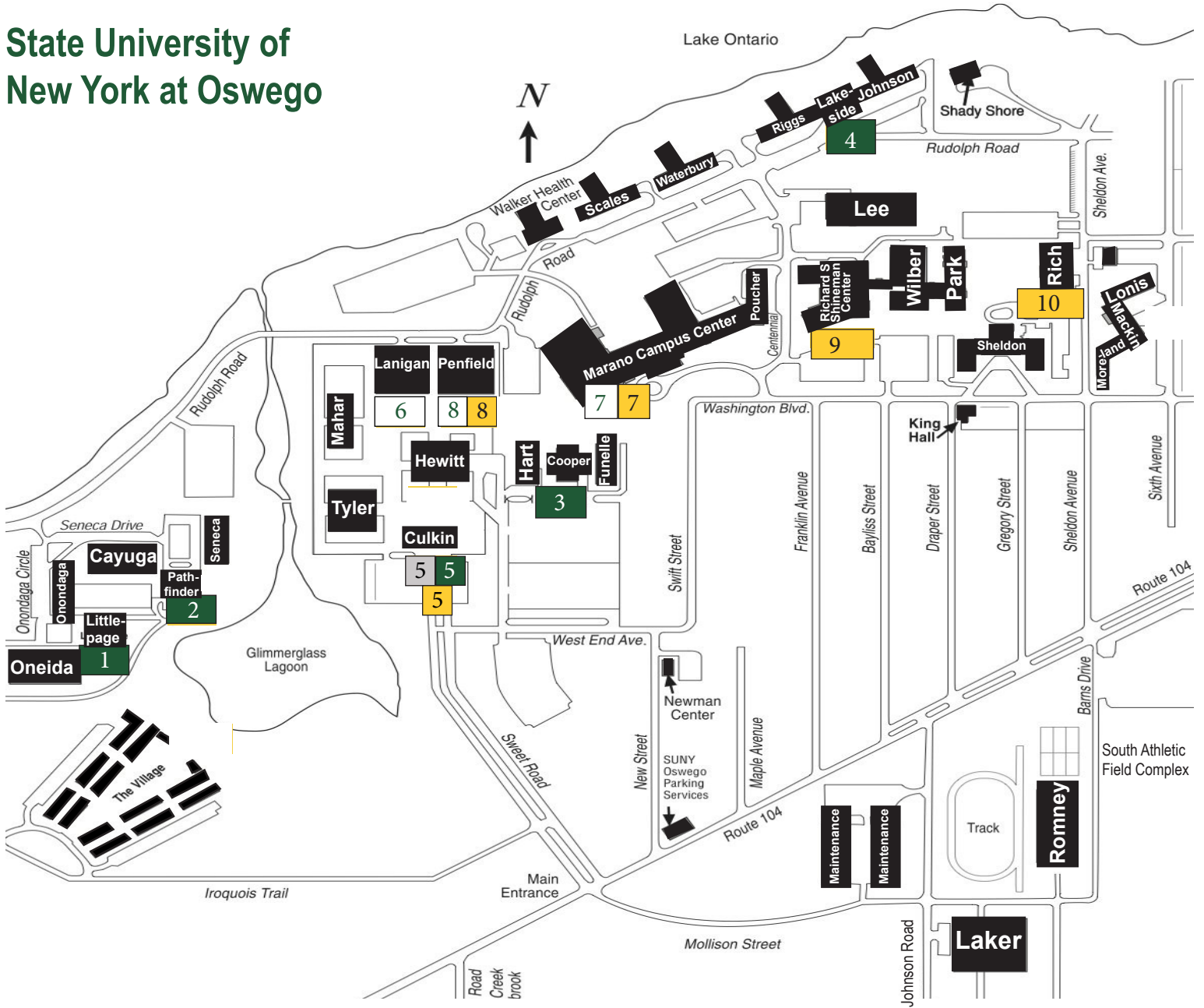
Yes. Besides wages and valuable work experience, there are also the advantages of convenient campus locations and work schedules compatible with your classes. Student employees are covered by worker's compensation, disability, and unemployment insurance. Auxiliary Services offers scholarships for eligible student employees.

## Now that I have applied, what's next?

- Thank you for your interest in working for Auxiliary Services!
- We will contact you via email or phone **if your qualifications and availability meet our needs.**
- If you wish to follow up, **please do so in person at the location(s) where you have applied.**

*Your application will remain active for this semester only.*

# State University of New York at Oswego



## Where to turn in applications:

**Accounting & Administration**  
 (5) Accounting Office — apply directly at 506 Culkin Hall

**Residential Dining Services**  
 apply directly at these locations:

- (1) Littlepage Dining Center
- (2) Pathfinder Dining Center
- (3) Cooper Dining Center
- (4) Lakeside Dining Center
- (5) ID & Meal Plan Office (503 Culkin Hall)

**College Stores**  
 apply directly to our Marano Campus Center location (building #8) for:

- (6) College Store - 103A Lanigan
- (7) Marano Campus Center - Campus Center Store
- (8) Bookstore - Penfield

**Retail Dining & Catering**

apply directly at 504 Culkin (building #5) for:

- Catering
- Event Concessions

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apply directly at Lake Effect Café (building #10) for:

- (8) Lake Effect Café
- (9) Fusion Café
- (10) Wall St. Market

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apply directly at these locations (building 8):

- Palates
- Crossroads
- Cutting Board
- Laker Express Market
- Refresh Smoothies

## Personal Information

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
First M.I. Last  
 School Address \_\_\_\_\_ Email Address \_\_\_\_\_  
 Home Address \_\_\_\_\_ Cell#/Phone# \_\_\_\_\_  
Street City State Zip  
 In case of an emergency, contact \_\_\_\_\_ Phone # \_\_\_\_\_

## Employment Requested

Total hours desired to work? \_\_\_\_\_ (maximum 20 hours in the academic semester) per week  
 Semester applying for? \_\_\_\_\_ Class: [ ]Fr [ ]So [ ]Jr [ ]Sr [ ]Graduate

## Class Schedule

PLEASE INDICATE WITH **XX** ALL CLASS HOURS AND TIMES WHEN YOU WOULD **NOT** BE AVAILABLE TO WORK

	8:00-8:55	9:10-10:05	10:20-11:15	11:30-12:25	12:40-1:35	1:50-2:45	3:00-3:55	4:10-5:05	5:00-7:00	7:00-9:00	9:00-12:00
Mon											
Wed											
Fri											

	8:00-9:20	9:35-10:55	11:10-12:30	12:45-2:05	2:20-3:40	3:55-5:15	5:00-7:00	7:00-9:00	9:00-12:00
Tues									
Thur									

	Morning	Afternoon	Evening
Sat			

	Morning	Afternoon	Evening
Sun			

**You must maintain full-time status, (12) credit hours undergraduate, (9) credit hours graduate, in order to be eligible for student employment with Auxiliary Services.**

## Work Preferences

Preferred Location/Building(s): \_\_\_\_\_

Preferred Shift(s)

Morning (Breakfast)	Midday (Lunch)	Early Evening (Dinner)	Evening (Late Night)	Flexibile (Any)

(Please note: Not all shifts are available at all locations)

Are you available to work weekends? (Most locations require some weekend work.) [ ]Yes [ ]No  
 Weekend preference: [ ]every other [ ]every

## Work Experience

Have you worked for Auxiliary Services before? [ ]Yes [ ]No

If yes, where? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Do you have a valid New York State driver's license? [ ]Yes [ ]No

**List one recent job** (list experience that would be most relevant to the position you are applying for with

Auxiliary Services):

Employer \_\_\_\_\_

Contact person \_\_\_\_\_ May we contact this person? [ ]Yes [ ]No

Telephone # \_\_\_\_\_

Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Position/Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for applying for employment with Auxiliary Services. Auxiliary Services is dedicated to the principles of Equal Opportunity Employment. In our campus environment, we will be working, studying, and living with people of diverse backgrounds. This diversity enriches all of us. It is our responsibility to be sensitive and understanding of these differences so that we can make the most of our experiences.*

### Our Values



**Customer Service**

**It's up to me!**

Welcoming  
Presentation  
Knowledge



**Team Work**

**It's up to us!**

Caring  
Sharing  
Planning



**Financial Stability**

**You make the difference!**

Sales  
Cost  
Productivity

**a**uxiliary **S**ervices

<http://www.oswego.edu/auxserv>

(Click on 'Student Employment')