



**THE BOSTON CONSERVATORY**

MUSIC DANCE THEATER

# **CONSERVATORY STUDENT EMPLOYMENT**

## **Student Procedures and Responsibilities**

### **FINDING A JOB ON CAMPUS**

- **FIRST STEP....ATTEND THE STUDENT WORKER MEETING** at the beginning of the semester to determine the availability of employment on campus.
- **GO TO STUDENT UNION TO LOOK AT WORK BINDERS** (2 different binders....one for work study and another for non-work study positions).
- Make an appointment to interview with the supervisor.
- After you are hired, get a contract from Assistant Dean for Student Affairs, Aixa Kidd or Student Affairs Resource Coordinator, Erin Tchoukaleff.

### **GETTING A CONTRACT**

- **ONCE YOU HAVE BEEN HIRED YOU MUST GO SEE AIXA KIDD OR ERIN TCHOUKALEFF IN THE STUDENT UNION FOR A CONTRACT!**
- After you receive your contract you should sign your contract along with your job supervisor and then bring it back to the Student Union for a signature by AIXA KIDD, Assistant Dean for Student Affairs. *Please check your address and social security number and make sure they are correct information. If not, please fill it in correctly.*
- **Once signed by all parties, bring your STUDENT EMPLOYMENT CONTRACT to the Director of Human Resources where you must also complete your EMPLOYMENT PAPERWORK. For the employment paperwork please remember to bring two forms of ID as defined by the I-9 document. You should also bring a check for direct deposit. Once you have completed your paperwork, the Director of Human Resources will initial your contract. REMEMBER YOU CANNOT WORK UNTIL YOU COMPLETE ALL H-R PAPERWORK.**
- **ALL new students working on campus must see the Payroll Assistant to receive a bar code on their ID card (for time clock use).**
- Once HR has initialed your contract and ALL paperwork has been completed. You must turn in top two copies of the contract to HR, turn in the goldenrod copy of the contract to your supervisor, and the pink copy is yours to keep. **YOUR SUPERVISOR WILL NOT ALLOW YOU TO WORK ON CAMPUS UNTIL YOU HAVE TURNED IN THE COMPLETED CONTRACT!!!**
- If you are an international student and do not have a social security number, please see the Director of International Student Affairs for information.

## WORKING ON CAMPUS

- All students are required to use the time clocks to keep a record of the hours they work. Time clocks are located in the basement of 8 The Fenway, in the Student Union, and the mezzanine in the Theater Building. **All students working on campus must use the time clock. Student working off-campus must use time sheets located in the Student Union.**
- The work week begins on Saturday and ends on Friday. **(IF YOU ARE WORKING OFF-CAMPUS REMEMBER TIME SHEETS MUST BE TURNED IN WEEKLY. IF YOU TURN IN TIME SHEETS LATER THAN ONE MONTH FROM THE TIME THAT YOU WORKED YOU WILL BE PLACED ON PROBATION. IF IT HAPPENS THREE TIMES, YOU WILL BE FIRED).**
- Paychecks will be directly deposited into your bank account. Pay stubs will be available for pick-up beginning at 9:00 am every other Friday at the reception desk.

If you have any questions regarding the above procedures, please feel free to contact the Assistant Dean for Student Affairs or the Payroll Assistant.

### **Students should note the following responsibilities:**

- You should arrange your work schedule with the job supervisor so that it will in no way impede academic performance or interfere with class attendance.
- Once the work schedule has been established, you should maintain it. If this becomes difficult, consult the job supervisor.
- **YOU MUST BE DEPENDABLE.** Job supervisors rely on students to be at their jobs as scheduled. An irresponsible pattern of attendance will result in termination of employment.
- You are paid only for actual hours worked. Therefore, it is important that work schedules be maintained.
- If you fail to perform your duties in a satisfactory manner, the job supervisor may terminate your employment. You can decide to terminate your employment on one week's notice with the approval of the Assistant Dean for Student Affairs. Please note that if your job supervisor terminates your employment or the student voluntarily withdraws from employment, the Career Services Office has no obligation to find you another job.

# FREQUENTLY ASKED QUESTIONS

## Boston Conservatory Student Work Programs

Questions	Federal College Work-Study	Conservatory Student Employment
How do you get it?	It is part of your financial aid package. (Talk to Director of Financial Aid)	You interview with supervisors who are hiring.
What is the salary?	Most positions are \$8/hr.	Most positions are \$8/hr.
How do you find out about these jobs?	Look in the Federal College Work-Study employment opportunities book in the Student Services Center.	Look in the Conservatory Student Employment book in the Student Services Center.
Do I have to fill out paper work for the business office?(contract, W-4, etc.)	yes	yes
Where do I get more information?	Office of Student Affairs and Activities	Office of Student Affairs and Activities
Can I work in more than one office?	no	no
Can I be employed in more than one program?	Yes, if you qualify.	Yes, if you qualify.