



Dear Student,

The Student Employment program at Assumption University provides part-time employment for undergraduate students on or near campus to help pay for incidental expenses during the year. There are two programs as described below:

- **Federal Work-Study:** This is a need based federally subsidized program. Students must demonstrate financial need to be awarded this form of assistance.
- **University Funding:** Assumption University provides funding for students that are not eligible for Federal Work-Study, so that they can also work.

Unlike other forms of financial aid, Federal Work-Study and University Funds are not applied as a credit to a student's account. Students are paid on a bi-weekly basis for hours worked during the prior weeks. A work-study related award does not guarantee an on-campus job.

Students are paid the Massachusetts minimum wage which is \$15.00 per hour.

Due to limited funding and jobs available, students are only allowed to work ONE job on campus at a time and a maximum of 10 hours per week.

All required documents for student employment can be found on your myportal.assumption.edu portal under student services/student employment.

Available jobs are posted on the HANDSHAKE portal. More information about Student Employment can be found at: <https://www.assumption.edu/admissions-financial-aid/undergraduate-admissions-and-financial-aid/student-employment>

If you have any questions about this process, please feel free to reach out to me at (508) 767-7158 or at p.macinnes@assumption.edu.

Patty MacInnes
Sr Asst Director of Financial Aid/Student Employment Coordinator
Office of Financial Aid

I-9 Employment Paperwork

All first time student employees MUST complete the full federal I-9 process before they can start working any job at Assumption University.

Students are required to bring into our office, in person, original, hardcopy, unexpired identifying documents. We cannot accept photocopy, scanned or digital copies.

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR	AND	
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security