



- Job Postings available at www.otterbein.edu/cardinalcareers

Contact the department information on the job posting. If no openings are posted which interest you, keep checking, as postings are updated on a regular basis.

- The hiring supervisor will notify the Office of Student Financial Services with a Student Employment Request. Your supervisor will receive the paperwork you will need if approved.

- You and your supervisor will fill out the required forms—Hiring

Each student has been assigned a maximum amount which may be earned from the start of classes in August to the end of classes in May, including the winter and spring breaks. Keep in mind that this maximum applies to the total earned in all positions on campus.

Students will complete Federal and State tax forms located in their hiring packet.

The Department of Homeland Security (DHS) requires student workers to complete an Employee Eligibility Verification,

. The forms are available in the Office of Human Resources and should be completed in the Office of Human Resources.

In order to complete the certification, you must provide proper identification as stated on the instructions for the I-9.

In accordance with State Workman's Compensation law, a student is covered under the state workers' compensation insurance. If injured while working, injuries must be reported to Otterbein Police at x1692 or x1222 and an incident form must be filed with the Office of Human Resources within 24 hours.

Supervisors should evaluate each student's job performance at least once each year, preferably before the end of the Spring semester and/or **before** the student graduates or is no longer able to work for the specific department. However, the student can request an evaluation of performance at any time.

If you wish to terminate your employment sooner than expected, you are obligated to give your employer a two-week notice, which the employer may waive.

April
May

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INFORMATION PROVIDED IN THIS HANDBOOK IS BASED ON FEDERAL FINANCIAL AID REGULATIONS AND SCHOOL POLICY AND MAY BE SUBJECT TO CHANGE.

Otterbein University is an e

Biology & Earth Sciences, Science Building
Mailroom, Towers Hall
Marketing & Communication, Cellar House
Mathematics, Towers Hall