

Ave Maria Work Study (AMWS)

Some incoming students have been offered work study amounts ranging from \$1,000 to \$1,500. These are not grants deducted from the student's bill. The AMWS money earned goes directly to the student in the form of payment for work.

This money is meant to help students/families who have defined financial need (as per FAFSA) with the overall budget for attending AMU. Students are also encouraged to work off campus over holidays and summers which contributes to their budget for attending AMU and gains valuable experience.

Work study jobs on campus are not guaranteed. The student has to apply to posted jobs, interview, pass the interview and get hired, complete required employment paperwork and HR orientation and then work reliably and responsibly.

In some cases, AMWS students will not end up applying or getting a job on campus. In other cases, AMWS students will end up earning more than the \$1,000 or \$1,500 because of successful work and additional hours. The result depends much on the student.

The AMWS program has a liaison who works closely with AMU Career Services and the AMWS students. The liaison helps students identify jobs, prepare for interviews, and work successfully. An information and training session will be held with all AMWS students during the first week of class.

For all jobs-- on-campus and off-campus, pre-graduation and post-graduation--AMU uses the Handshake platform to match job seekers with jobs. The first step for an AMWS student is to complete their profile on the Handshake platform. Job seekers should have their profiles completed in Handshake during the first week of classes.

Job opportunities will be loaded into Handshake throughout the year but the majority will be loaded in before the end of the second week of classes. AMWS students should check Handshake frequently to apply for jobs that interest them and pursue the departments with job openings to schedule an interview.

Entry level jobs on the AMU campus pay the Florida minimum wage of \$8.25 per hour. Many campus jobs--after some training, experience and/or skill building--pay \$10.00 per hour.

As per AMU policy, Freshmen and Sophomores can work no more than 15 hours per week on campus and Juniors and Seniors no more than 20 hours per week. An AMU student is allowed to have no more than two on-campus jobs at the same time. This protects the student's study time as well as makes job opportunities available to others.

Student workers cannot begin work until they have completed new employee orientation with HR and submitted required paperwork: a W-4 and an original form of I-9 identification which shows legal right to work in the USA. Forms can be downloaded here: <https://www.avemaria.edu/human-resources/student-new-hire-orientation-forms/>

AMU uses one centralized payroll system and students are required to receive payment by direct deposit. A bank account which can receive direct deposit should be prepared in advance of application.