Vassar College Student Employment
Employer FAQ's

Q: When can students start work in their academic year jobs?

A: August 29, 2016, the first day of class in the fall and January 25th, the first day of class in the spring semester.

Q: Where can I see my student jobs?

A: Access JobX by clicking here or follow these steps: Ask Banner > Student Employment > Need to hire student employees?. Select either On-Campus or Off-Campus Employer.

Q: How do I hire a student?

A: Step-by-step Instructions for hiring a student can be found in the On-Campus Employer Guide which is available in JobX under Additional Forms & Resources and by clicking here.

Q: I have students that I'd like to rehire for the upcoming year. What do I do?

A: Student positions do not automatically roll over from year to year. It is the employer's responsibility to rehire any students each year. This can be done over the summer and a job application isn't necessary unless the employer prefers to have one. Employers should speak with their student workers in the spring to inquire as to whether they would like to return to the job. These students should be noted somewhere so that when employers are notified over the summer that they can access JobX to hire for the fall, they can simply rehire the students by entering the name and email information.

Q: When I try to hire a student in JobX it won't let me and gives me the message below. What does this mean?

X Award List (College Work Study or Institutional Student Employment) The student is NOT on this list

A: Priority is given to students on work study (CWS or ISEP) during the summer and first month of each semester. Students with a work study award in their financial aid package are guaranteed employment on campus and use these funds to help with expenses during the year. Giving them priority gives them ample time to secure a position. Students without work study are not able to apply or be hired into a position until October 1st. We understand there may be positions on campus that require special skills, however priority should always be given to students with a work study award.

* Returning Research Assistants and Academic Interns are exempt from this rule. If you wish to hire a returning R/A who does not have work study, email stuemp@vassar.edu and provide the student's name, email and position and we will update the info on our end and contact you when you can process the hire. Note: You will have to process the hire within the same day as you received the email. All Academic Interns are hired through our office; please do not hire academic interns.

Q: I want to hire a student who does not have work study prior to October 1st. Is this possible?

A: Priority should always be given to students on work study, however if you are unable to fill the position based on the applicants you received and have made an effort to do so, please email stuemp@vassar.edu justifying the request. Include the student's first and last name, email, position and start and end dates. The request will be reviewed by Student Employment.

Q: When I hired a student, it said the student was not on the I-9 or W-4 list. What does this mean and can I still hire the student?

A: Students must complete the I-9 and W-4 forms prior to being hired in JobX. A W-4 can be completed at any time; however, the I-9 can only be completed by a student after the employer notifies him/her that they want to hire that student into a vacant position. Once the forms are completed, the student most notify the employer so the employer can hire into JobX and the student can legally begin work. Once the student completes the forms(s), please allow 24 hours for processing time prior to hiring in JobX.

*The exception to this are international students applying for an SSN. They can be hired without the W-4 and must keep track of the hours they work. Once they receive an SSN they need to complete a W-4. At that time, we will turn on their web time sheet and they can submit late time sheets approved by the employer for previous hours worked

Q: I tried to hire a student but it wouldn't let me due to an I-9 date issue. What does this mean?

A: By law, an employee must complete an I-9 within 3 days of the first day of work. This means that the employment start date cannot be more than 3 days prior to the I-9 completion date. If John Smith completed his I-9 on September 9th, the earliest he can legally begin work is 3 days prior to this date.

Q: I have questions about student employment processes in JobX. Where do I find the answers?

A: Our JobX employer guides give step by step instructions on all procedures, we ask that you refer to the guide before contacting our office. The guides are easily found on the home page of JobX under Additional Forms and Resources or by accessing these links:
On Campus Employer Guide to JobX
Off-Campus Employer Guide to JobX
We recommend that you bookmark the link or print for reference.

Q: Can I hire a student without a job application?

A: Yes, you can hire the student in JobX. A job application is not required in order to hire a student. In most cases a job application is available because that is how the student demonstrates interest in a job. However, there are times where a department may have a student walk-in and then decide to hire the student and not need an application for example.

Q: The Warning says the student is hired into another job. What does this mean?

A: Students may get hired into multiple jobs by different employers. Note that this is just a warning and you can proceed with the hire. If a student is actually in two different jobs, Student Employment will contact the employers and student asking the student to choose one position. Very few exceptions are made for students

having two academic year positions as we have a limited number of jobs on campus and guarantee employment for students on work study.

Q: I need to change the job description and contact information. How do I do this?

A: In your job control panel, click on the position title you would like to edit. Click where it says **[Edit this Job]**.

Q: I have a student who will no longer be working in his/her job. How do I terminate their position so I can hire another student?

A: Click here to complete a Student Termination Request in JobX. This form can also be found in JobX under Additional Forms & Resources.