

## STUDENT GUIDELINES FOR PART-TIME JOBS

A part-time job can be a great stepping stone for students to gain skills and prepare for future internship opportunities. These opportunities can also provide students with additional income to help pay for the costs of education.

Part-time jobs are located in The Career Center's Navigator database. To search and apply for these **off-campus positions**, you will need to go to the Portal, select the "Career Center" tab and click on Navigator.

Please read the following guidelines, which have been developed to ensure that you have a safe and positive experience with your part-time job.

### Student Guidelines/Expectations

- Students interested in **off-campus** part-time work (not internships) must be currently registered at Seton Hall University and in good standing, as outlined in the University Catalogue
- Contact Gina Hernandez ([gina.hernandez@shu.edu](mailto:gina.hernandez@shu.edu)) when you accept a part-time position
- Ensure full compliance with the University's Community Standards of Conduct
- Provide accurate and honest information in all dealings with The Career Center and employer organizations, including information that is on your resume or addressed during the interview process
- Refrain from conducting personal business during work hours utilizing employer's resources
- Hold in professional confidence any information gained regarding the employer organization or its clients/customers
- If you are seeking a part-time position **on-campus** (including Federal Work-Study), please contact the Office of Student Employment in Financial Aid. They are located on the 1<sup>st</sup> Floor of Bayley Hall and can be reached by phone at (973) 275-2322 or (973) 761-9085 and by email at [StudentEmployment@shu.edu](mailto:StudentEmployment@shu.edu)

### Awareness of Potential Workplace Risks

To decrease vulnerability and reduce the possibility of an incident, you need to take responsibility for learning about your environment and becoming aware of potential risks.

These examples are not inclusive. Do not ignore your instincts. If you suspect that something is unsafe, you should notify your on-site supervisor and The Career Center immediately.

### Five important steps to be aware of in managing risk:

1. Be aware of your surroundings
2. Comply with all safety policies within the organization
3. Identify potential risks and act on solutions
4. Understand guidelines and expectations from the University and employer
5. Inform your site supervisor and The Career Center immediately of any concern

### Should an incident take place:

1. Document all facts, including date, persons involved, and the situation (pay attention to your feelings & do not minimize them)
2. Report all concerns, including safety and personnel problems, to your supervisor or the company's Human Resources department, and to The Career Center within 24 hours
3. If necessary, seek medical attention