Career Center

Get a Job Orientation
College of Charleston
Career Center

Office Hours
8:30am 5:00pm M-F
Drop-Ins:1:00-4:00 pm

www.cofc.edu/careercenter
843.953.5692
Requirements for Working on Campus

• Current CofC student
• Enrolled in at least 1 credit hour
• Registered for classes in current or upcoming semester
Types of On-Campus Employment

- Federal Work Study (FWS)
- Non Work-Study
What are the Benefits of a Part-Time Job?

- Experience
- Social Life
- Networking/On-Campus Presence
- Independence
Benefits of Working On-Campus

- Flexible work schedule
- Free nights and weekends
- Travel/Walking Distance
Questions to Ask Yourself

1. What are my hobbies and/or interests?
2. Will this help me gain experience in my major?
3. Am I just looking to make extra money?
4. Should I work during my first year of college?
CougarJobLink

1. Sign-in via MyCharleston
2. Student Services Tab
3. CougarJobLink
You’re Hired! Now What?

- Register for New Student Employee Orientation
- Complete New Hire Packet
  - Direct Deposit Form
  - IRS Form W-4
  - USCIS Form I-9
  - Affordable Health Care Notice
- Attend Orientation
- Maintain Student Employee Eligibility
Frequently Asked Questions

1. How do I qualify for FWS?
2. Does CofC place me in a position?
3. Can I have more than one (1) job?
4. How many hours a week am I allowed to work?
5. When will I get paid?
6. Can my paycheck be applied to my account balance?
For More Information:

Make an appointment
Stop by during drop-in hours
Visit the Career Center online at
www.cofc.edu/careercenter
PRESENTATION FINISHED

ANY QUESTIONS...