

Georgetown University Library
Student Employment Office
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GENERAL INFORMATION FOR STUDENTS

Who are we?

The Library Human Resources Office serves as the human resource office for all student library employees. We receive several requests from library departments on an annual basis for student employees, which include hiring both work-study and non-work-study students.

How do I find a job?

The library posts all jobs on the student employment website, **seo.georgetown.edu**. These jobs can be accessed using your netid and password to view our listings. The Fall semester is our busiest time of year and our jobs are posted on the student employment website during the second week of August. The hiring department will contact you directly to set up interviews.

Procedures for hiring

Once you have met with the department and are offered a position to work in the library, the hiring documents are given to you by the supervisor. You will need to submit documentation along with your hiring documents to show that you are eligible to work in the library. You will be required to complete the I-9 Employment form to comply with federal employment regulations. You must bring in original documents to prove your identity as well as your eligibility to work in the U.S. Please refer to the back of the I-9 for specific instructions. ([Download I-9](#) (408KB PDF)).

No student should begin working until completed hiring documents are submitted to the Library Human Resources Office. You will not be paid for hours worked before you are processed by this office. You will be issued a white start form to take to your supervisor; this form indicates your start date and the date of your first check.

Working More Than One Job

Students can work more than one on-campus job. It is very important that this information be communicated to your hiring supervisor. Hours from a second job must be reported to your home department on an override form.

Changing Jobs

While we hope that students would remain with our departments during the academic year, some will find it necessary to change jobs. A transfer to another department should coincide with the start of a biweekly pay period. Common courtesy should be used by the student and the supervisor if employment is being terminated from the department.

Under 18 Years of Age?

A District of Columbia work permit is required if you are less than 18 years old. Instructions are available from the Library Human Resources office.

Pay Periods and Paychecks

The biweekly pay period starts on a Wednesday and ends on the following Tuesday with paychecks issued on alternate Fridays. Paychecks are issued to your home department for pick up. Direct deposit is strongly recommended. Students are compensated for hours worked and are not eligible to receive vacation, holiday or sick pay.

Maximum numbers of hours worked

Student employees are encouraged to work only hours which do not conflict with their class schedule. Students who wish to work more than 20 hours per week during the semester should contact their Dean for approval. International students may only work 20 hours per week. Students can work up to 40 hours per week during semester breaks.

Enjoy your semester!!!!