Student Employment at Ohio Wesleyan University
Searching for a job?

View all available positions on the Handshake Portal or go to: OWU.edu/StudentEmployment
Searching for a job?

Attend the On-Campus Job Fair

8/24 & 8/28

11am - 1 pm

HWCC & Zook Nook
Searching for a job?

Read the OWU Daily e-mail
Searching for a job?

Connect with friends, classmates & professors - Ask about potential job openings
Searching for a job?

Do not sit back and wait for a job to be offered!!!
Get out and search for a job!
New Hire Paperwork

You are required to complete paperwork BEFORE you start working on campus!
New Hire Paperwork

Federal & Ohio w-4 Forms

These forms will determine how taxes are withheld from the paycheck.
New Hire Paperwork

USCIS I9

This form proves eligibility to work in the US. Original forms of identification are required.
New Hire Paperwork

USCIS I9

Required Identification (USA citizens):
Valid US passport
OR
OWU School ID AND original Social Security card or Birth Certificate
Students will also sign a confidentiality agreement & drug-free workplace policy.
Direct Deposit Form

Students must be paid via direct deposit unless they opt to apply their wages to their OWU tuition.

(No paper paychecks are issued)
New Hire Paperwork

Direct Deposit Form

Please bring banking information showing Routing Number & Account Number
Students cannot work until all paperwork is submitted to the HR Office. It is the student’s responsibility to submit paperwork.
Will Ohio Wesleyan assign jobs to students?
No. Students are responsible for finding and applying for jobs. On-campus employment is not guaranteed.
Can a student work without completing paperwork?

No. Students must complete all required paperwork prior to working on campus. Even if job is just one day!
Questions?

How do students record work hours?

Students are required to use the ADP Portal to record their work hours.
Questions?

What is the hourly wage for students?

The majority of positions pay the Ohio minimum wage of $10.10 / hour.
How often are students paid?

Students are paid bi-weekly on Fridays.
Can students work at more than 1 job?

Yes, students are able to hold up to 2 positions on-campus.
How many hours can a student work each week?

Students are allowed to work up to 20 hours each week. Most positions are for less than 10 hours each week.
What is the hourly wage for students?

The majority of positions pay Ohio minimum wage of $8.30 / hour.
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