

Student Employment

Federal Work-Study

Federal Work Study is a form of need-based federal financial aid. A student must complete a Free Application for Federal Student Aid (FAFSA) to be eligible. The Student must also indicate on the FAFSA that they would like to participate in the program. Students must have a 2.0 gpa and be in good standing with the student conduct office.

If a student is awarded Federal Work Study, the student must do the following:

1. Apply online via www.lynn.edu/studentjobs
2. Submit a resume, application and profile
3. Complete all hiring forms: University Policies, I-9, Direct Deposit, W-4 and Background check. All can be completed on line or in the Employee Services Office.

Jobs are available in almost every department on campus. Students usually work 8-12 hours per week. The pay rate is \$12.00 per hour for all positions. Off Campus Community Service positions pay \$15.00 per hour.

All student employees are paid bi-weekly by direct deposit for hours worked. EARNINGS ARE NOT CREDITED TO THE STUDENT'S ACCOUNT. Student employment earnings are to be used to assist students in meeting their responsibilities for payment of educational costs including the student's tuition bill, books, supplies and personal expenses. Funds from a Federal Work-Study award cannot be used as payment for expenses at registration since the funds have not yet been earned.

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All first time student employees at Lynn University must comply with the Immigration Control and Reform Act of 1986 by presenting documents which establish your identity and work authorization, as specified by the Immigration and Naturalization Service. The student will need to present items to Employee Services to confirm identity which can include items such as a picture Driver's License, Social Security card, passport, etc.

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Community Service Federal Work Study

Students can elect to apply for off-campus jobs in a community service position. Jobs available include elementary reading tutors in local schools. The pay rate is \$15 per hour and having your own transportation is required.