

Student Employment @ Pratt Orientation

**Center for Career and Professional
Development (CCPD)**

Pratt

What is Student Employment?

Student Employment at Pratt assists students with on-campus job opportunities while they engage in their studies.

This program allows you to gain valuable work and career-related experience and participate in a campus community that will contribute to your professional development.

Why On-Campus Employment?

- Additional income
- Work experience for your resume
- Develop connections with Pratt staff/faculty
- Partner with your peers
- Learning time-management, collaboration, and many other transferable skills

Different Types of Student Employment

1. Federal Work Study (FWS)

- Funded by the federal government.
- Awarded as part of a student's Financial Aid package.
- Paid on an hourly basis.

To be eligible for FWS, you must:

- Complete the FAFSA and be awarded FWS funds.
- Be enrolled for at least six (6) credits for the semester you are working during fall and spring*.

***There are usually no FWS jobs during the summer term.**

Different Types of Student Employment

2. Student Work Fund (SWF)

- Pratt funded program not dependent on financial aid award.
- Paid on an hourly basis.
- Listed as 'On campus student employment' in the Funding Source(s) field on NextGen.

To be eligible for SWF, you must:

- Be enrolled for at least six (6) credits for the semester you are working (fall/spring)
- To work during the summer, you must be enrolled for at least six (6) credits during the summer or pre-registered for at least six (6) credits for the following fall.

Different Types of Student Employment

3. Graduate Assistantships (GA)

- Pratt funded program, awarded by individual departments.
- Payments are based on a stipend amount divided into bi-weekly installments per semester.

To be eligible for GA, you must:

- Be a graduate student (master's degree.)
- Be enrolled for at least six (6) credits for the semester you are working (fall/spring)
- To work during the summer, you must be enrolled for at least six (6) credits during the summer or pre-registered for at least six (6) credits for the following fall.

How Much You Can Work & Earn

Work Hours:

- Maximum **20 hours per week** - Fall & Spring
- During winter break, spring break, and summer - up to 35 hours per week

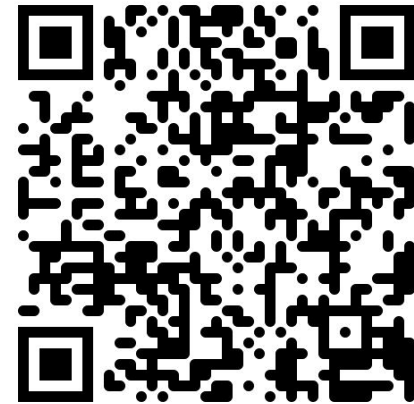
Pay Rate:

FWS & SWF: \$17/hour (NYC minimum wage, 2026)

GA: Stipend

How to Find On-Campus Job?

Student Employment Website



- **Search and Apply for Jobs**

Jobs are posted year-round, but most appear in

August-September and
December-January

After You Get a Job:

- Hiring Paperwork
- Timesheets Management
- Paylocity & Direct Deposit

 Employees - JobX TimesheetX -
My Jobs ns
My Dashboard
Find a Job
My Timesheets

Find A Job

 Instructions
Choose from the quick search options below or click on the "Advanced Search" button for more options.

Quick Search Advanced Search

Select a quick search.

Show All Active Jobs Fewest Hours per Week Most Hours per Week Summer Jobs

Jobs found: 7

Show All results per page Refresh

Exhibitions Gallery attendant

Employer: 3270-Exhibitions



Wage: \$17.00/hr
Openings: 2
Listed: 08/12/2026

Hours: 7 to 35 hours
/ week
Location:
Pratt Manhattan
Center, ground floor

Category: Art and Architecture

Graduate Assistant

Employer: 3650-Professional Studies



Wage: 3840
Openings: 1
Listed: 08/05/2026

Hours: 12 / week
Location:
PMC

Category: Graduate Assistantships

Graduate Assistant

Employer: 4245-Center for Career & Professional Development



Wage: 3,040
Openings: 1
Listed: 08/11/2026

Hours: 10 / week
Location:
Student Wellness
Center 200
Willoughby Ave
Brooklyn ny 11205

Category: Graduate Assistantships

[Employees](#) ▾[JobX](#) ▾[TimesheetX](#) ▾[Reporting](#) ▾[Access & Audit](#) ▾[Uploads](#) ▾[Site Set up](#) ▾[Content](#) ▾[Help](#) ▾

Applicants & Employees

Find on-campus jobs, sign up for job alerts, and manage your employment information here.

Looking for a Job

Student Employment Overview

Learn how student employment works at Pratt, including FWS, Graduate Assistantships, and other on-campus jobs, how to apply, and what to expect.

[How It Works](#)

[Hiring Process \(Flowchart\)](#)

Explore Videos

[Working On Campus](#)

[Working On Campus - International Students](#)

[Navigating the Student Employment Website](#)

Find a Job

Search for On-Campus Jobs and apply online.

Manage JobMail

Be the first to know when jobs matching your criteria become available.

Click "Add New Job Mail Subscription" under On-Campus Jobs, then choose job categories and a time frame to start receiving alerts.

Dashboard

View the jobs you've recently applied for.

Getting Hired

Hiring Process Overview

Watch the short video to understand each step of the hiring process.

Complete Your Hiring Paperwork

Review the required forms and how to prepare for your HR appointment.

Set Up Your Pay

[Set Up Your Pay Account \(Paylocity\)](#) to access your pay information.

[Set Up Direct Deposit](#) in Paylocity to add your bank account.

If you do not set up direct deposit, you may receive a paper check.

FAQ

Have questions about timesheets, the hiring process, pay, or student employment? Check out our FAQs.

Contact Us

Have questions? Click here and send us your questions, suggestions, or concerns.

Working On Campus

Submit Your Timesheet

Enter your hours and submit your timesheet here.

How to Track Your Time (Mobile Guide)

Step-by-step instructions for clocking in/out and submitting your timesheet using your phone.

How to Enter Sick Time

Instructions on how to enter earned sick hours on your timesheet

Getting Paid

[Payroll Schedule](#)

See when timesheets are due and when you will be paid.

[Log in to Paylocity](#)

View your pay stubs and tax forms.

Policies & Your Rights

[Equal Employment Opportunity Statement](#)

[Paid Sick Leave for Student Employees](#)

[When You Can Use Sick Leave \(NY State Rules\)](#)

My JobMail Subscriptions

On-Campus Jobs [«?»](#)

[\[Add New Job Mail Subscription \]](#)

Click to edit Subscription Name: Subscription1

[\[Delete Job Mail Subscription \]](#)

Employer0 selected

[\[View/Modify Employer values \]](#)

Category6 selected

[\[View/Modify Category values \]](#)

Time Frame0 selected

[\[View/Modify Time Frame values \]](#)

email to you when

Available Items

1438-Fine Arts

Add

1440-Graduate Communication Design

Add

1445-Design Management

Add

1453-SAVI SCPS Revenue Share

Add

Add All Options

Name: Subscription1

Click Save when complete

Save

ve JobMail about

[Add]

[De]

[View]

How to Find On-Campus Job?



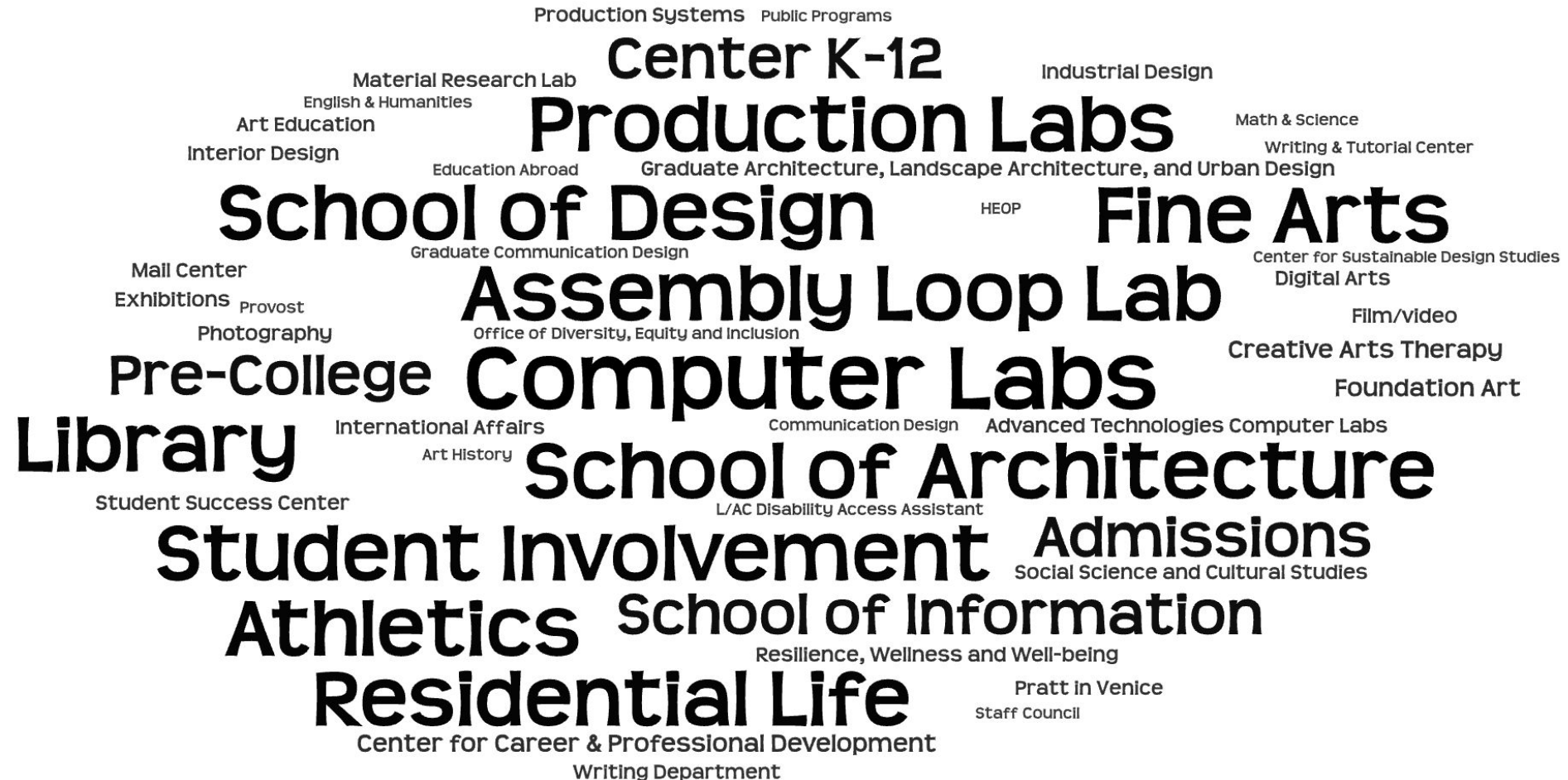
A five-week, non-credit class that qualifies you to apply for paid leadership positions such as:

RA, Orientation Leader, SGA, Program Board, C-Board, Student Union staff, Health Promotion Advocate, Pre-College staff, L/AC Peer Advisor or Career Advocate.

Reach Out:

If you like an office, department, or any place on campus, ask if they hire students and when they typically do

On-Campus Employers



Job Positions

A word cloud of job positions. The text is arranged in a roughly circular shape, with larger words in the center and smaller words towards the edges. The colors of the text are black, white, and grey. The background is white with a blue and yellow horizontal bar at the top.

Front Desk Assistant
Office-lab Assistant
Cnc Shop Monitor
Office Assistant
Admissions Tour Guide
Computer And Tech Assistant
Photo Lab Monitor
Studio Assistant
Fitness Center Attendant
Circulation Desk Student Assistant
Student Union Technician
Resident Assistant
Wood Shop Monitor
Orientation Leader
Undergraduate Campus Event Services Assistant
Student Union Ambassador
Library Assistant
Production Assistant
Events Planning / Admin Assistant
Graduate Assistant
Exhibitions Gallery Attendant
3d Shop Monitor
Rapid Prototyping Lab Monitor
Architecture Research Assistant
Information Technology Assistant
Computer Lab Monitor
Gaud Graduate Assistant
Ceramics Studio Assistant
Saturday Art School Fellowship
Jewelry Studio Monitor
Av Tech
Precollege Mentor
Research Assistant
Event Services Assistant
Student Production Assistant
Film Video Lab Assistant
Fws Center K-12 Fellow
Peer Mentor Tutor
Foundations Lab Monitor

How to Choose a Job to Apply For?

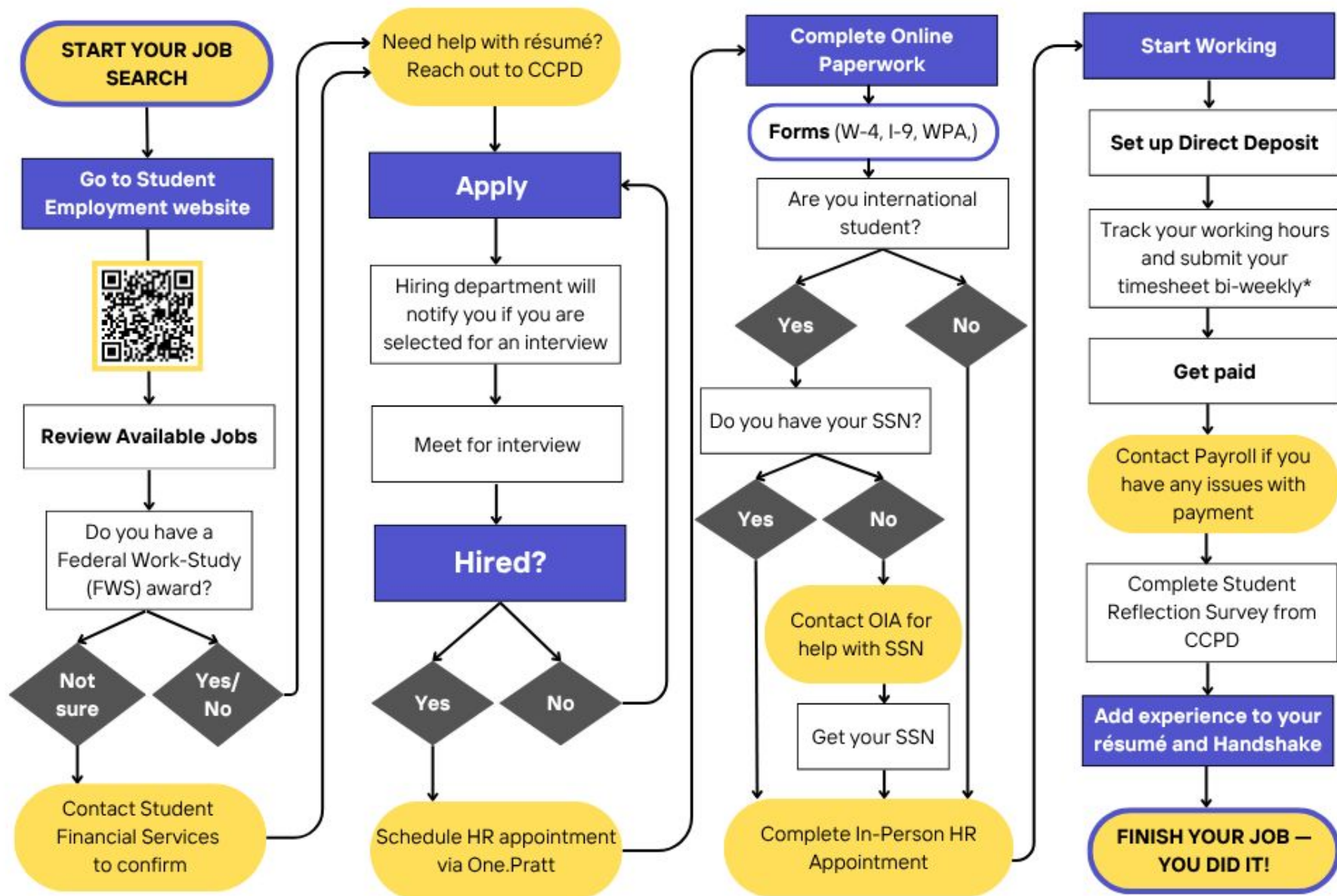
Besides pay, interest, major, and schedule, think about **the skills you want to build to become MORE CAREER READY.**

NACE Career Readiness Competencies

Set of essential skills identified by employers as critical for student success in any career

- Leadership
- Communication
- Teamwork
- Critical Thinking
- Technology
- Career & Self-Development
- Equity & Inclusion
- Professionalism

ON-CAMPUS EMPLOYMENT FOR STUDENTS



What Else Do I Need to Know?

The Student Employment Website has details about your **timesheets and how to submit them**, as well as an FAQ about timesheets and payments.

If you are a FWS student, you should monitor your funding level so that you don't run out!

What Else Do I Need to Know?

Late submission of timesheets by an employee or supervisor will **delay payments**.

Payments are processed **every two weeks**.

If you're not signed up for direct deposit your check will be available for pickup in the Payroll office.

What Else Do I Need to Know?

We highly recommend that you sign up to be paid via **direct deposit**. This method allows Pratt to electronically transfer your earnings directly into your checking or savings account!

To sign up, you will receive an email from Payroll after your new hire request has been approved to set up Direct Deposit with UKG.

Own Your Role

As a student employee, you're expected to:

- Complete all hiring paperwork on time
- Track your hours and submit timesheets by the deadline
- Monitor your FWS balance and stay within your limit
- Keep your supervisor informed about any issues or schedule changes
- Report any payroll or payment problems promptly

6 departments collaborate to support you in the student employment process — reach out to them based on your step

Center for Career & Professional Development (CCPD)	Job search and preparation (resume, interview)	career@pratt.edu
Human Resources (HR)	Hiring process & paperwork	hrstudentemployment@pratt.edu
Student Financial Services	Federal Work-Study eligibility	sfs@pratt.edu
Payroll Office	Timesheet management & payments	payroll@pratt.edu
Office of International Affairs (OIA)	SSN application support	oia@pratt.edu
Academic & Administrative Departments	Job supervision	

***GOOD LUCK WITH YOUR
JOB SEARCH!***

