

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

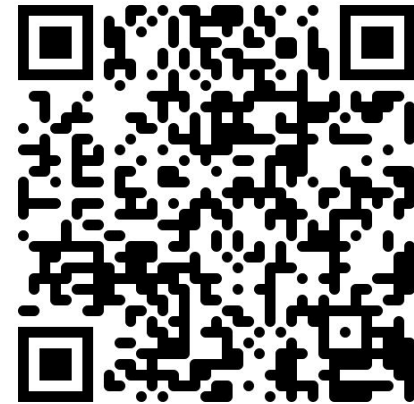
Pay Rate:

FWS & SWF: \$16.50/hour (NYC minimum wage, 2025)

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

How to Find On-Campus Job?



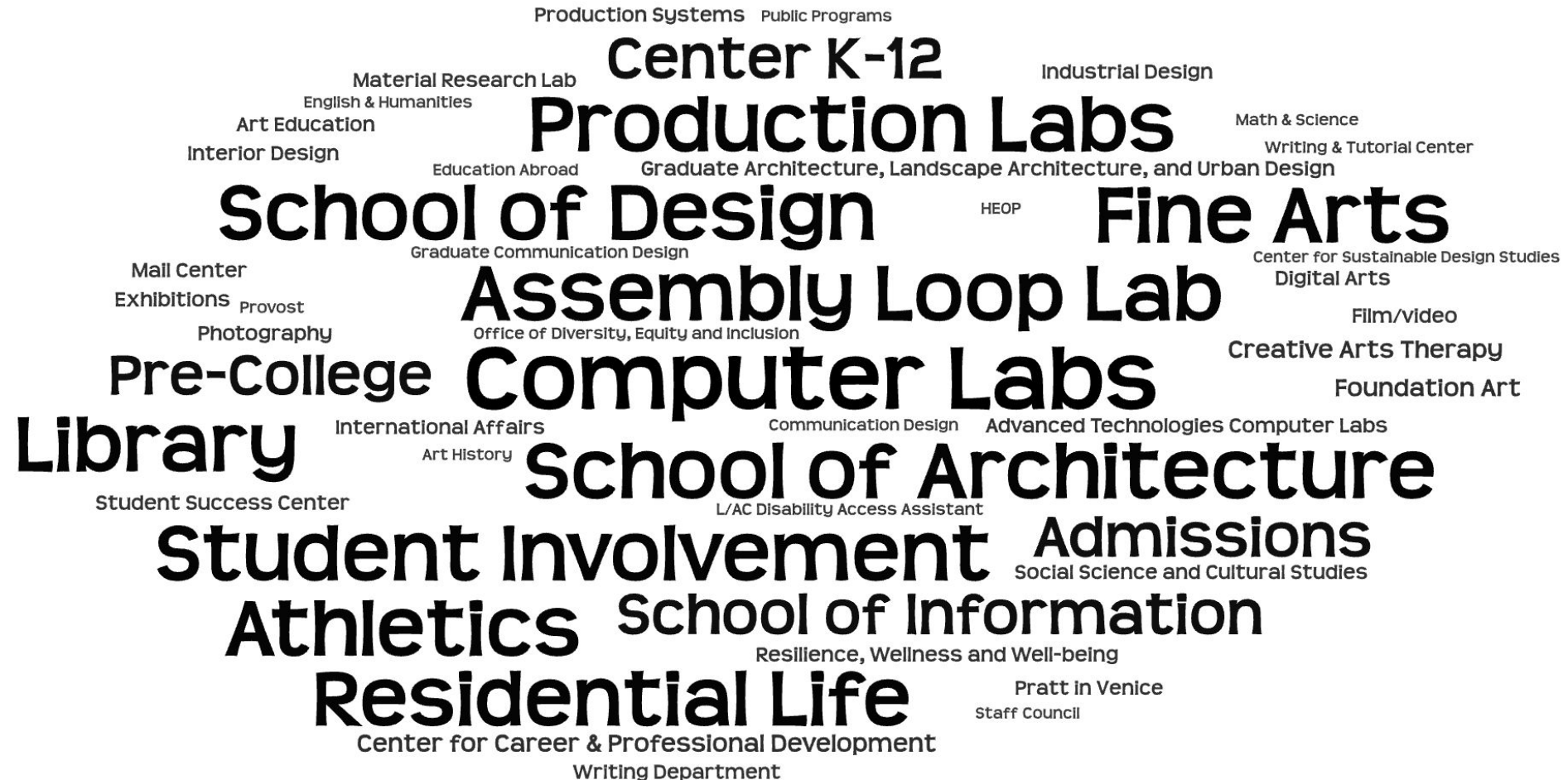
A five-week, non-credit class that qualifies you to apply for paid leadership positions such as:

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

Front Desk Assistant
Office-lab Assistant
Office Assistant
Cnc Shop Monitor
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
International Ambassador
Undergraduate Campus Event Services Assistant
Student Union Ambassador
Production Assistant
Events Planning / Admin Assistant
Graduate Assistant
Library Assistant
Exhibitions Gallery Attendant
3d Shop Monitor
Rapid Prototyping Lab Monitor
Computer Lab Monitor
Architecture Research Assistant
Information Technology Assistant
Gaud Graduate Assistant
Ceramics Studio Assistant
Jewelry Studio Monitor
Saturday Art School Fellowship
Av Tech
Precollege Mentor
Event Services Assistant
Research 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.**

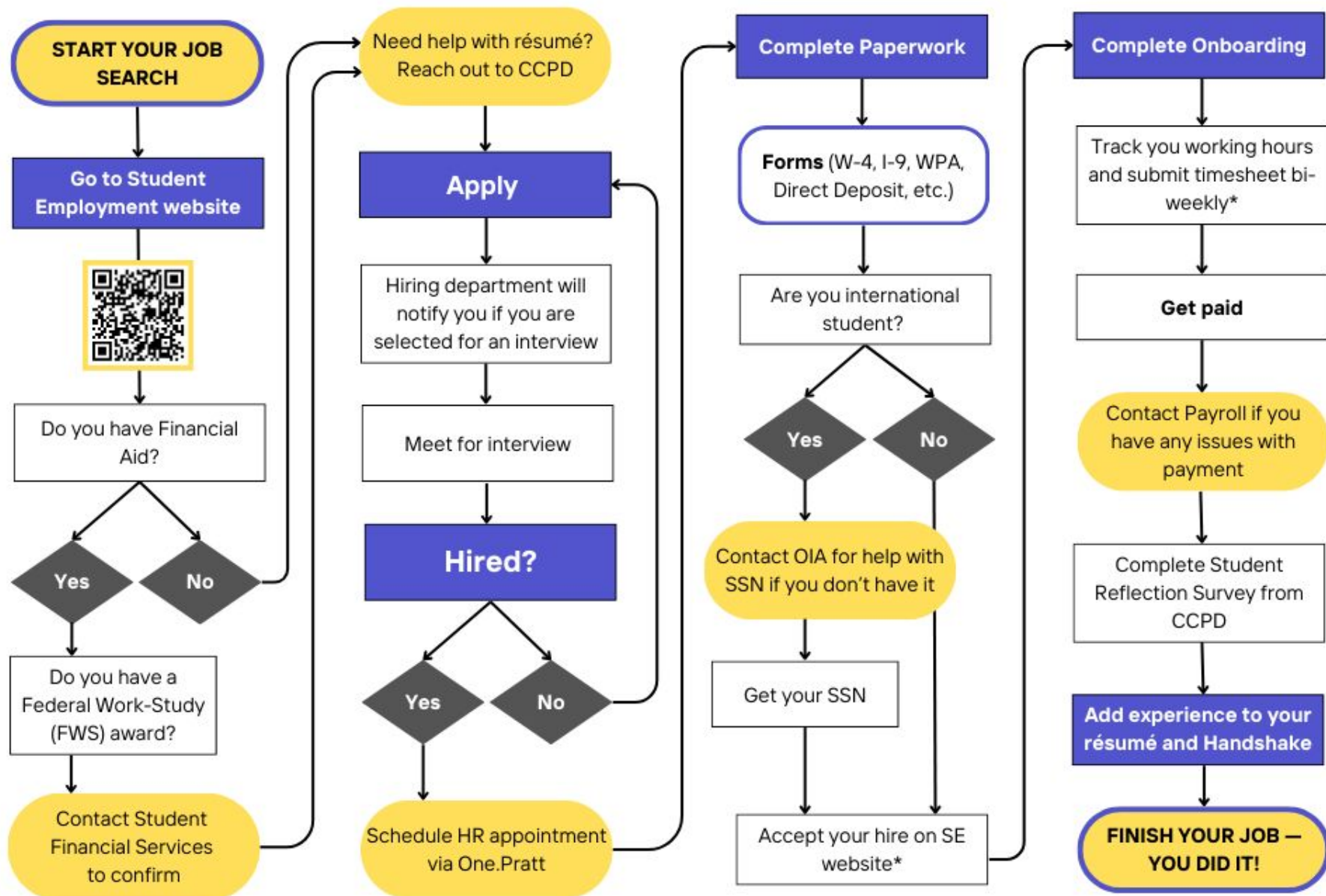
NACE Career Readiness Competencies

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

Pratt



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 mailed to the address Payroll has on file (the address you put on your W4).

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 must first register for a self service account with [Paylocity](#) and you're encouraged to set up direct deposit.

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!***