

Student Employment Process

1. Log in to campus employment system on-line at <http://portal.westminster-mo.edu/CampusEmployment> using your full email address (i.e. FirstName.LastName@westminster-mo.edu)
2. Review job descriptions for open positions on-line and submit applications.
 - Students who are eligible for 1 position on campus, may submit up to 2 applications; however, they can only accept 1 position.
 - Students who are eligible for 2 positions on campus, may submit up to 4 applications; however, they can only accept 2 positions.
3. Within 7 days, you will receive an email notification from the respective supervisors corresponding to the positions you applied for. The email will confirm whether you the supervisor is offering you a job or not. If your application is denied, you may submit another application on-line. Within the 7 day period, you may receive an email from the supervisor inviting you to participate in an interview prior to their employment decision.
4. You must log into the on-line campus employment process and accept/decline the position you have been offered.
5. Complete I-9 Form, W-4 Forms, Direct Deposit Form, and Payroll Allocation to Student Accounts Receivable Election Form (optional) and submit to Carolyn Vaughn in the Business Office (1st floor of Westminster Hall).
 - The federal I9 form requires forms of identification that establish both identity and employment authorization. Acceptable documents are listed on the reverse side of the form, to include one form from Column A, like your passport, or one each from column B, like your driver's license, and one each from Column C, like your social security card or birth certificate (international students need to take their passport, I-20, and a copy of their Social Security Number application). Please bring these with you so that she can make copies for your personnel file.
6. You and your supervisor will receive an email from the Business confirming you are authorized to begin working when your personnel file is complete and you on-line timecard is activated.
7. You can start working as early as Wednesday, August 24!!

Work Study/College Employment Student Manual

The Federal Work-Study Program

Westminster College and the federal government jointly fund the Federal Work Study program. The program is designed to promote access to employment that will help you meet living expenses such as books, supplies, and transportation.

To receive Federal Work Study (FWS), you must demonstrate financial need according to federal guidelines, be enrolled at least half-time in a degree or certificate program, maintain satisfactory academic progress, and be either a U.S. citizen or an eligible non-citizen.

Students who are not eligible for Federal Work Study may be eligible for College Employment (CEM).

If you have received a FWS or CEM award, notification will appear on your 2011-2012 Financial Aid Award letter. To reject the offer, indicate so next to the FWS/CEM offer, sign the form, and return it to the Office of Financial Aid. If you do not have a FWS or CEM award on your 2011-2012 Financial Aid Award letter, you are not eligible to work on campus.

Eligibility Procedure

The Office of Financial Aid is responsible for determining the student's financial need and eligibility for Federal Work Study funds. The following briefly describes student application procedures and eligibility requirements.

- 1) The student submits a completed Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov. The filing deadline is May 3, 2012, but to have a FWS award in your financial aid package, the Office of Financial Aid requests the FAFSA to be filed before August 24, 2011.
- 2) Federal Work-Study or College Employment is one component of a financial aid package offered to the student, which may also include grants, scholarships, and/or student loans. The amount varies from year to year and is based upon fund availability.
- 3) After the student has accepted a Work Study/College Employment award, he/she will need to complete the on-line campus employment process.

Necessary Paperwork to Begin Work

You must bring to the Business Office documentation of identity and employment eligibility in order to verify your right to work in the United States. Documentation of identity is most often a valid driver's license or a Westminster ID. Verification of employment eligibility is usually an original social security card or birth certificate. You will need to complete an I-9 form and a Federal and Missouri Tax Withholding Form (W-4) before you can begin working at Westminster.

You must have a social security number when you submit the W-4. If you do not have a social security number, you must obtain one from the Social Security Administration before you can be paid. If you do not have any of these documents, a comprehensive list is enclosed on the back of the I-9.

When you are hired, your supervisor will approve your application on-line. You cannot start working until you and your supervisor receive the email from the Business Office authorizing you to work. Once authorized to work, you do not have to be re-authorized during the academic year unless you change jobs. Therefore, to continue working at the same job for which you were authorized in the fall semester, you need only to report to your supervisor at the beginning of the spring semester,

providing you haven't used up your FWS allocation. You must, however, be re-authorized to work every academic year whether or not you change jobs.

Finding a Job On Campus

The Office of Financial Aid can assist you in finding a job on campus and the Business Office can assist in completing the required documents. **Please be aware that jobs are available first come, first serve.**

Job placement begins on the first day of classes each semester and the last day of employment is the last day of final exams. **The maximum total hours for all jobs are 20 hours per week. Students may only work under the Work Study or College Employment programs during the academic year.** To find a job, review the job descriptions for open positions and apply on-line at <http://portal.westminster-mo.edu/CampusEmployment>.

Your Work Study Job/College Employment Award

The number of positions you may obtain on campus is indicated on the Employment Clearance Form. Most awards total \$1,500, which allows you to be hired for one position on campus, and you will work an average of 7 hours per week throughout the academic year. Your financial aid award letter indicated the maximum amount you are eligible to earn. The amount you earn compared to your annual employment award will be monitored by the Financial Aid Office on a monthly basis, and you will be notified if you are about to earn your maximum award and will need to quit working at that time.

Arrange your work schedule to insure that you will utilize all of your allocation over the course of the academic year. **If you work too many hours during the first semester, you may have to stop working prior to the end of the second semester or reduce your hours.** Students in all positions earn minimum wage, currently \$7.25 per hour. Students returning for a second year of employment will be paid \$7.35 per hour, and \$7.45 per hour for a third and fourth year of employment. In the event that the minimum wage increases during the school year, wages may be adjusted, and the number of hours you will be able to work may be reduced.

If you do use up your allocation before the end of the year, but wish to continue working, contact the Office of Financial Aid before you exhaust your award. Otherwise, you and your supervisor will be notified that you have reached your maximum earnings level and **you must stop working at that time.**

Getting Paid

Workers are paid on the 15th and the last working day of every month and on-line timecards must be submitted on the 5th and 20th every month in MyWC. Late timecards will not be accepted.

Tampering of time sheets in any manner is considered fraud. Individuals found guilty of altering time sheets will be removed immediately from the work position and will face suspension. In addition, altering time sheets is considered a Federal offense. If you purposely give false or misleading information, you may be fined \$10,000 and/or sent to prison.

Students are required to open a checking or savings account to sign up for a direct deposit of their paycheck, or they may sign the Work Study form with the Business Office to have their monthly earnings applied directly to their student billing account.

If you have not made arrangements to pay your account balance, you have the option of filling out a Payroll Allocation Election Form to have 75% or 100% of your earnings applied to

your student account to offset your expense. We strongly encourage you to take advantage of this option to insure that your account balance is paid in full. Be reminded that student account balances must be below \$500 in order to register for the next semester. This form may pick one up in the Business Office located in Westminster Hall.

Community Service

Westminster must use a portion of its Federal Work-Study funds to employ students in community service jobs. Some of these jobs will be in off-campus agencies. Please contact the Office of Financial Aid if you are interested in any of the jobs listed as community service jobs on the list of job descriptions. *Only students who have been awarded Work Study are eligible to be hired for a community service job.*

Your Rights and Responsibilities

As a student, you have certain responsibilities as a Westminster employee. You should:

1. Complete the Employment Clearance Form and return to the Office of Financial Aid.
2. Report to work promptly.
3. Notify your supervisor if you will be late or unable to work.
4. Submit a time sheet to your supervisor each month with hours that you've worked.
5. Perform your job responsibilities to the best of your ability.
6. Take your job seriously. The work experience is valuable.

Make an effort to be on time or a few minutes early. Let your supervisor know when your shift has ended and you are leaving. You are responsible to work the number of hours and times agreed upon with your supervisor.

Make sure you understand how to execute your specific assignments. Assumptions can be dangerous, so when in doubt, ask questions. If you run into difficulties, report them to your supervisor.

Behave in a way that reflects you are employed. You are being paid to be courteous, appropriately dressed, and to follow the office procedures as outlined by your supervisor.

You must maintain the confidentiality of the College, student records, and all information, which comes to you by virtue of work. There are *no* exceptions. If you are in doubt as to the confidentiality of information in your job, keep it confidential and ask your supervisor. Breaches of confidentiality and any acts of dishonesty are just cause for immediate dismissal from your job. A Confidentiality Statement must be signed by the employee.

You should be aware that there is no compensation for work other than wages (e.g. No vacation or sick pay).

All matters related to your financial aid and your financial status is confidential. You are under no obligation to discuss your financial status or aid with a supervisor or any faculty or staff member.

Termination of Employment

If you plan to terminate employment, try to give your supervisor and the Office of Financial Aid two weeks' notice. If you want to change jobs, or if you have a problem at your job that cannot be resolved with your supervisor, contact the Office of Financial Aid.

Failure to perform satisfactorily on the job may result in dismissal from your FWS/CEM position.

The employer's work performance expectations should be clearly communicated to the employee both before and during the work period. If you violate Westminster regulations or state or federal laws, you will be subject to disciplinary action as outlined in the Student Handbook.

If dismissed from a job, you have the right to appeal. A written statement must be made to the employer within five business days of the dismissal. The employer will respond within five business days of the appeal.

HELP!

If you need help or have any problems or questions about work opportunities on campus, contact the Office of Financial Aid at 573-592-5364 or financialaid@westminster-mo.edu.

The information in this booklet is subject to change without notice.

Students who are employed or volunteer for Westminster are considered partners in our efforts to achieve the mission statement and developing leaders in a global community. We ask all student employees/volunteers to read this information. They are reminded that they represent the College and therefore are asked to reflect the values and mission of the College.

The Mission of Westminster College

"It shall be the mission of Westminster College to educate and inspire all its students through a distinctive liberal arts curriculum and a dynamic developmental experience; to challenge them to be critically aware, life-long learners and leaders of character, committed to the values of integrity, fairness, respect and responsibility; and to prepare them for lives of success, significance and service."

Vision for the Institution

Westminster College will retain and enhance its reputation as a premier liberal arts college. Through this enhancement Westminster College will join the ranks of the top 100 Baccalaureate I national liberal arts colleges. From 2006-2011, we will continue to grow and thrive. Distinguished by the accomplishments of our graduates and our association with world leaders, the College will serve as an intellectual and cultural resource for our students, the local community, and the region.

Vision for Institutional Programs

Westminster College will offer a high quality, innovative, liberal arts curriculum that is supplemented by appropriate professional education. Through the strength of this curriculum graduates will acquire the educational foundation for leadership, service, and professional fulfillment in the 21st Century. The academic program will be complemented and reinforced by dynamic student life activities where social, service, and athletic organizations will enhance the personal development of our students.

Vision for the Campus

The Westminster College campus will provide excellent facilities to support our high quality educational and personal development experience. Student living areas and academic buildings will be clean, well maintained, and connected to technology. The campus grounds, athletic fields, and fraternity housing areas will reflect our pride in and love for the college as well as the excellence of our programs. The Churchill Memorial will be an integral part of the campus scene and will idealize the leadership and selfless service of Churchill himself. In turn, it will bring to reality the vision of free and open thought and speech that was instituted through the Green lecture series.

Vision for the Student Body

Westminster College will be a selective, traditional, residential liberal arts college that attracts and retains high quality students primarily from the mid-west, but also from throughout the nation and overseas. The Full time enrollments will exceed 1000 by 2011. Students will be challenged to grow intellectually, morally, and spiritually. The combined effects of the academic, social, and athletic programs in a caring campus environment will inspire students to appreciate and internalize the values of integrity, fairness, respect for others and their property, and responsibility. Graduates will be prepared, motivated, and inspired to live lives of leadership, service, and professional fulfillment.

Developing Leaders in a Global Community: An Integrated Model of Student Development

The Columns Concept

The Columns Concept captures the transformation that takes place for students at Westminster College between the Columns—from convocation to commencement. The concept expresses succinctly what we stand for, our enduring sense of purpose, mission, and values. It is expressed by and for the members of the Westminster community, and it provides focus and direction to everything we do as a college. It is a deep, internal, and collective understanding of what we can do better than other selective liberal arts colleges. *At Westminster College, we excel at developing young men and women to be leaders in a global community.*

Characteristics of the Westminster Experience

The Westminster experience is designed to develop students to be leaders of character in a global community, who will lead lives of success, significance, and service. Six characteristics of the Westminster experience provide the context of student development.

Intellectual Our college is committed to delivering a high-quality liberal arts education, to challenging students to reach their academic potential, to providing the support needed to get them there, and to instilling the need to make a positive impact on the world around them. We believe each student deserves a great education, and we bring out the best in every student.

Inspirational Westminster seeks to inspire students to become educated citizens of character whose leadership

is marked by service in their local communities or throughout the world.

Intentional We are purposely small, undergraduate, and residential. The faculty and staff are here for one reason—to work closely with students during four of the most important years of students’ lives to prepare them for lives of success, significance, and service.

Integrated Westminster has a seamless, integrated academic and co-curricular program to develop the whole person—mind, body, and spirit. Learning occurs not only in the seminar room and the laboratory but also through hands-on education experiences, in student organizations and residential life, and in daily interactions both on and off campus. Westminster prides itself on ensuring what is learned in the classroom is applied in real life, and the international flavor of its student body helps students understand the complexities and reality of global interdependence.

Individualized Students get to know the faculty, staff, and administration. Classes are small and student centered. Qualified faculty takes teaching and advising seriously, and our highly recognized career services staff and vast network of prominent alumni help graduates get a great start in their professional careers.

International Whether they live and work abroad or remain in the U.S. their entire lives, our students will create their role within the world. Westminster provides a global community on campus and offers all students the opportunity for an international experience. Westminster students realize citizens of a community must also be citizens of the world.

Developmental Domains

While at Westminster, students experience a wide range of developmental opportunities, each designed to facilitate particular aspects of their growth. To prepare students to be leaders in a global community, Westminster targets domains of student growth: intellectual, ethical, professional, social, and wellness.

Intellectual Leader development is the long-standing mission of Westminster College as well as the classic aim of a liberal arts education. Leaders must have a broad base of understanding and possess the intellectual skills for critical thinking, creativity, and effective communications.

Ethical Character is rooted in our very essence as individuals, and discerning who we are is a lifelong search for meaning. Westminster College explicitly nurtures in students the values of integrity, fairness, respect, and responsibility, essential characteristics of leaders. Development in this domain involves cultivating perspective, moral sensitivity, and judgment as well as the fostering courage and confidence to act wisely in morally challenging situations.

Professional Leaders must have the fundamental skills necessary for success in the professional world. Westminster students learn to take responsibility and manage their time and multiple tasks effectively. They learn to collaborate effectively with others and solve problems independently and as a team member.

Social Leaders must be able to interact effectively with others. They must determine appropriate behavior across a wide variety of diverse situations. They must be able to conduct themselves with compassion, dignity, courtesy, and tact. Proper bearing, mature deportment, civility, and effective interpersonal communication skills mark the social interactions of Westminster graduates.

Wellness Leaders must be able to maintain physical and mental health to maintain effectiveness. Westminster graduates evince a lifetime commitment to wellness and appropriate ways for dealing with stress and personal relationships. They also encourage others to maintain a healthy lifestyle.

Structuring Developmental Programs and Experiences

Developmental programs and activities are structured so that students progress from foundational experiences, through broadening exploration, and finally to integration. For each tier in each domain, the model articulates broad learning outcomes and processes reflecting our developmental principles. This framework guides faculty and staff in the design and implementation of programs, courses, and activities.

Tier 1: The Foundational Tier -The foundational tier engages students in courses and activities that hone basic academic and interpersonal skills necessary for future growth at Westminster College. Additionally, this tier provides students entry experiences in teamwork and self-exploration. These skills provide the basis for success in subsequent learning activities.

Tier 2: The Exploratory Tier - The exploratory tier invites students to pursue a wide range of subjects, experiences, and activities designed to broaden their perspective on themselves and their world.

Tier 3: The Integrative Tier - In the integrative tier, students are challenged to connect their learning across tiers within each developmental domain as well as across domains. Students apply theoretical learning from the classroom in research, campus leadership, and community service. Students in the third tier know themselves and their values, and live their lives in accordance with this knowledge.

Note: This document contains excerpts from the Mission and Vision Statement and the Report of Critical Success Factor 2.