

About Lynn

Lynn University is one of the most innovative, international and individualized small universities in America. We are a young and forward-thinking organization located alongside South Florida's booming business centers and beautiful beaches, and we are focused on one thing: **preparing students for success.**

Our professors concentrate on the art of teaching—making good students great and great students remarkable.

Our award-winning, iPad®-powered, learning program puts a transformational learning companion into the hands of students.

And our graduates? They've gained the intellectual flexibility and global experience to take the lead in an ever-changing world.

+1 561-237-7900 | 1-800-888-5966
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LYNN
UNIVERSITY



Student Employment

A Student Guide
2018-2019

Lynn University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran status or retirement status in its activities and programs. In accordance with Title IX of the Education Amendments of 1972, Lynn University does not discriminate on the basis of sex. Inquiries concerning the application of the non-discrimination policy may be directed to the University Compliance Officer/Title IX Coordinator at 3601 N. Military Trail, Boca Raton, FL 33431, via email at titelxcoordinator@lynn.edu, by phone at +1 561-237-7727 or to the U.S. Dept. of Education (OCR).

Lynn University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4197 or call +1 404-679-4500 for questions about the accreditation of Lynn University. © 2018 Lynn University

Student Employment

Welcome to another year at Lynn University. This year the student employment process has been refined to ensure a smooth process for you, the student.

As with previous years, we will promote a number of different employment opportunities on and off campus. These opportunities will be promoted at job fairs, online and via email. All students are strongly urged to monitor their Lynn University email at all times as this will be the primary method of communication utilized throughout the year.

Student Financial Services will become the new home for Student Employment. All paperwork will be submitted to Student Financial Services and students will be able to resolve all employment questions in one centralized location, rather than having to travel around the campus to different locations. Students can also email Student financial services at studentfinancialservices@lynn.edu with any work related questions at any time.

Students will also be able to visit Career Connections who will continue to offer expert guidance on careers and resumes and interview preparation.

We continue to strive to make our programs more successful and suitable for each and every student and your feedback is always welcome and appreciated. We wish you every success for the 2018-2019 Academic Year.

Morgan O'Sullivan, Ed.D.
Director of Communications, Student Financial Services

Categories of Student Worker

There are three different categories of on-campus student employment at Lynn University.

Paid Student Worker

- Paid student workers are funded by department budget
- Available for all eligible undergraduate and graduate students
- Work up to 20 hours per week

Federal Work Study

- Available for U.S. students only with financial need (based on FAFSA)
- Award is determined by Student Financial Services
- Awards range from \$500 - \$2,000
- All awards are subject to change
- Federal work study students may be hired as paid student workers after the award is exhausted.

Graduate Assistant

- Graduate assistants are funded by department budget
- Available for graduate level students only
- Limited number of positions

Payment

There are three different pay rates for student employees at Lynn University.

Undergraduate	\$10 per hour
FWS Community Service	\$15 per hour
Graduate Assistant	\$11 per hour

A "Federal Work Study" student will be eligible to receive \$15 per hour if they are working on a community service based project.

Student Experience

A prime goal of the Student Employment Team is to ensure that students gain real hands on work experience and learn to experience the expectations of a professional work place.

All students must formally apply for the position that they wish to work in. This is through submitting a resume online at www.lynn.edu/studentjobs. If an employer on campus is impressed with the student resume, the student will be invited to attend an interview. If successful in the interview process, the student will be hired. Before a student can start to work in the position the completion of paperwork and a background check is required

Dress & Communication

All students are expected to dress appropriately for the position that they are working. The dress code for each position is determined by the head of the department that the student is working in. It is important for students to act responsibly and to respect the departmental dress code. Failure to do so may ultimately lead to a loss of employment.

All students are expected to make a work schedule with their supervisor. It is important to note that supervisors plan meetings and activities for their other staff and often depend upon the student employee's attendance. If a student is unable to make it to work as set out in the schedule, it is imperative for the employee to reach out to their supervisor. This can be done either via phone or email. If a student employee has advance knowledge that they will be unable to make it to work, it is expected that they advise their supervisor at their earliest convenience.

Conduct

It is important for a student to realize that a student employment position is regarded as much more than a part time job. The reality is that every employee, student or full time, are representatives of Lynn University and are expected to behave accordingly in the work place. In addition, students are expected to act with professionalism and discretion at all times.

Contact

All student employment queries should be directed to Student Financial services in the Green Center. The office opens from 9-5pm daily.
Phone: 561 237 7185
studentfinancialservices@lynn.edu

