

Student Employment Frequently Asked Questions

1. How do I apply for an on-campus job?

We have a website in which you can view and apply to available student jobs. Go to <https://jobs.fau.edu> Click on Search Postings. You will be brought to a page in which you will be able to filter the search results. For Position Type, select Student. Click Search. The available student jobs will appear. You can view the details of the jobs by clicking View under the heading Student Posting. You will have the ability to apply online.

2. How do I change my name?

Please [click here](#) for instructions on how to change your name.

3. How do I change my address?

Please [click here](#) for instructions on how to change your address

4. Which documents establish identity and work eligibility?

Please [click here](#) to see a chart listing all of the accepted documents for identity and work eligibility. Please note that only valid, original documents will be accepted.

5. How many hours per week can I work?

All student employees can work up to 20 hours per week during the fall and spring terms, and up to 40 hours per week during winter and spring breaks and the summer term. International student employees are not permitted to work more than 20 hours per week during the fall and spring terms. Non-international students can work more than 20 hours per week during the fall and spring terms with proper approval.

6. What do I need to do in order to be approved to work over 20 hours per week?

Student employees can exceed the 20 hour maximum, but authorization to do so is required. Undergraduate students and graduate students who do not have an assistantship need to have their academic advisors notify the Student Employment office in writing of their approval to have a student work over 20 hours per week. Graduate students with an assistantship will need to obtain authorization from the Graduate College through a completed Form 10: Request to Waive a University Regulation form. The Form 10 can be found [here](#).

7. I am not registered for the spring/fall semester. Can I still work as a student employee?

No. Students must be registered half-time for the fall and spring terms in order to work during those terms.

8. I have graduated. Can I still work as a student employee?

You can work as a student employee after graduation only if you have been admitted into another degree program and are registered half-time or full-time if you are international.

9. I am registered, but not full-time. Can I still work as a student employee?

Unless you are an international student employee, student employees only need to be registered half-time.

10. I am an international student and I am not registered full-time for the spring/fall term. Can I still work as a student employee?

You can still work as a student employee if you are in your graduating semester and only registered for the number of credits needed to graduate in that term. If you are not in your final semester and the International Students and Scholar Services (ISSS) office has not approved you to have a course load that is less than full-time, you cannot work as a student employee.

11. What do I need to do to complete the hire process?

Please visit our [Just Hired](#) page for instructions on how to complete the hire process.

12. I was hired as a graduate teaching assistant. Do I need to complete the hire process?

Yes, all student employees are required to complete the hire process.

13. Can I have more than one job on campus?

Yes, student employees can have more than one job on campus. If the jobs total more than 20 hours per week, additional approval will be required. Undergraduate students and graduate students without an assistantship need to have their academic advisors authorize them to work over 20 hours per week in writing. Graduate students with an assistantship, will need to obtain approval from the Graduate College in order to work over 20 hours per week.

14. How many hours can I work per week during winter and spring break and the summer term?

All students can work up to 40 hours per week during winter and spring break and the summer term.

15. I applied to a job online. What happens next?

If the hiring department would like to interview you for the position, they will contact you directly. If you are not selected for a position, you will receive an email stating that the position has been filled once the position has been designated as filled.

16. I am graduating this term. Do I still need to be registered half-time?

No, you only need to be registered for the amount of credits needed to graduate.

17. I am non-degree seeking. Can I still work as a student employee?

No, you cannot work as a student employee if you are non-degree seeking.

18. I am an international student. Can I work more than 20 hours per week during the spring/fall term?

International students cannot work more than 20 hours per week under any circumstance during the spring and fall terms.

19. I am an international student, but I do not have a social security number. Can I still work on campus?

Yes, international students without social security numbers can still work on campus as long as they are on an F-1 or J-1 visa and have a valid I-20 or DS2019. International student employees without social security numbers will have to apply for a social security number before they can start working, however.

20. As a student employee, can I use any of the offered employee discounts?

Yes, the discounts are open to all FAU employees. To see which discounts are available, please visit the [Employee Discounts](#) page.

21. I am a student employee. Do I qualify for any health benefits?

Maybe. Under the Affordable Care Act, any temporary employee working an average of 30 or more hours per week, may be eligible for health benefits. PeopleFirst, the state of Florida's benefits administrator, will monitor the average number of hours temporary employees work each week in a specific monitoring period. If PeopleFirst determines that a temporary employee meets the criteria to be offered benefits, they will notify the employee in writing about signing up for those benefits.