

**SIU School of Law
Office of Law Student Development
Law Student Employment
General Information
2009-2010 Academic Year**

In the Spring Semester, applications for law school employment are accepted in the School of Law for the following academic year. In some instances this acceptance takes place in the Fall semester, and all information below applies. Only second and third year law students are eligible for such work opportunities.

This document describes how to obtain those positions. Students should read this document carefully and address any questions to the Director of Law Student Development.

Wages:

All law students hired in the School of Law will receive an hourly wage of \$11.10 an hour.

Positions:

A list of available positions is posted on the Career Services Office website.

Law students are also able to obtain other positions outside of the School of Law but within the SIUC system including, but not limited to the following offices.

- Student Legal Assistance
- University Legal Counsel
- University Ombudsman
- Paralegal Program

Students wishing to apply for one of these positions do not need to go through the School of Law student employment application process described in this document but should contact the above offices directly for information on how to apply.

Students who are employed outside the School of Law but within the SIU system are not eligible for a tuition waiver regardless of the nature of employment.

Hours:

As a general rule, law students will work for the faculty or staff member for a predetermined number of hours per week not to exceed 20 hours per week. Please note that some positions may have varying hours and a student may not work for the number

of hours promised by a staff or faculty member. It is up to the student to discuss with a faculty or staff member if he/she is not working the number of hours he/she desires. A law student may hold more than one student work position, but cannot work more than 20 hours per week.

Time Reports:

Students hired to a student work position will be required to complete and submit signed time reports every 2 weeks to the School of Law Business Manager or designee. Students will be paid at the hourly rate based upon the actual number of hours worked during the pay period.

Application process:

To be considered for law school employment, law students must do the following in the Spring semester:

1. Complete and mail a Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. This form is available for the Office of Student Affairs or the Financial Aid Office (FAO).
2. Complete an application for law school employment. The application form can be found on the Career Services website or at the Receptionist's desk in the Administrative Office Suite. Students must attach a copy of their driver's license and Social Security card to the application, or in lieu of these documents, a current passport is acceptable proof of ID & Citizenship. Completed applications must be returned to the Receptionist by the due date posted.
3. Be registered as a student in the School of Law for at least 6 hours during the Fall and Spring semester or 3 hours during the Summer semester.
4. Accept any offered federal work study award. Each law student that applies for law student employment will receive a "Financial Aid Award Offer" in the mail based upon the information submitted to the FAFSA. Each law student must indicate acceptance or rejection for each form of financial assistance offered. If a law student is eligible for a Federal Work Study (FWS) award, he/she MUST accept at least the first \$1,500 of FWS award that he/she is eligible for, or \$750 per semester. If a student has accepted a Legal Clinic student work position, he/she must accept the entire FWS award for which he/she is eligible.

Currently, the fact that a student is not eligible for a FWS award will not prevent him/her from being hired for a position. Because of limited funding, however, faculty or staff hiring student workers may take into account a student's FWS eligibility when making decisions on which student(s) to hire.

All law students should be aware that acceptance of a FWS award may reduce the amount of any guaranteed loan for which he/she may be otherwise eligible.

If a law student receives a Financial Aid Award Offer that does not indicate eligibility for a FWS award, he/she should contact the FAO and make sure his/her eligibility for FWS has been determined. This will ensure that the student will not be required to change his/her financial aid package before beginning employment.

Interview and selection process:

Faculty and staff members will review all applications and contact the student about whether an interview or additional information is required.

Students who are offered a position:

Students offered a position for the Summer, Fall, or Spring semesters should complete the following procedures at the beginning of the semester and prior to beginning work.

1. Go to Salukinet and download a Student Employment Referral from your personal records. This referral will indicate the amount of Federal Work Study Award accepted.
2. Bring the referral to the Receptionist in room 130 for completion and additional paperwork. At this time the Receptionist will complete Form I-9, Employment Eligibility Verification. This includes attaching a copy of the student's driver's license, Social Security card or Passport to the Application for Employment.
3. Complete the Ethics Pamphlet for Temporary and Student employees as required by the State Officials and Ethics Act. (5 ILCS 430).
4. Return to the Financial Aid Office with the completed referral and additional paperwork to complete tax forms and obtain a Payroll Time Card or an Authorization to Begin Work Card. This Card should be returned to the Receptionist or the School of Law Business Manager or designee.

Students should know that all of this work must be done in person, not by phone, e-mail or campus mail. No work can be compensated without a Payroll Time Card or Authorization to Begin Work Card. Failure to complete these steps before beginning work may result in a student not being paid for work completed.