



THE OFFICE OF STUDENT EMPLOYMENT

Eligibility requirements/guidelines for student employment

Welcome Student,

The Office of Student Employment is excited that you have chosen Azusa Pacific University and would like to make your college years a great experience. Part of the experience of being in college is working on campus to make money to cover college expenses or earning extra money for leisure. For whatever reason you choose to work, it will be a great way to meet our faculty, staff and other students.

Before you begin your job search, here are some guidelines:

1. You must be enrolled in 9 or more units. A graduate student must be enrolled in at least 3 units.
2. You may work up to 29 hours a week during school session. During Spring, Summer and Winter break you may work up to 40 hours a week.
3. You may not work during Chapel hour on Monday, Wednesday and Friday from 10:30 am to 11:20 am.
4. You must maintain a GPA of at least 2.0 or greater. Failure to maintain the minimum GPA will result in limited hours per week and/or termination of employment.
5. You must use your legal name on your application and on the hiring documents.
6. You must provide acceptable documentation to complete the Form I-9.
7. You must provide a valid social security number for payroll purposes.
8. You must provide valid original identification upon being hired.
9. Always be prepared for an interview when you start job searching.