

DU Student Employment

You can work on campus!

Student Employees include undergraduate and graduate students, funded through a variety of sources to include department, work-study, external grants and/or donations, and graduate assistantships. Regardless of funding source, all student employees have access to the Office of Student Employment, trainings, and resources.

All student employment questions can be directed to stuemp@du.edu.

Step 1: Find a Job

- All student employment positions are posted on PCO, the main job and internship site for DU students and alumni. Just go to career.du.edu and click on the PCO button!

Step 2: Apply

- When you apply for a position, your resume will go through a resume review process to help you put your best foot forward. You are able to apply for positions only after the resume has been reviewed and approved, so make sure to allow at least 3 days for this step. You can upload your resume on the Profile page of PCO.

Step 3: Onboarding and Orientation

- Once the hiring manager makes an offer of employment and you accept it, you will need to submit paperwork including a background check, an I-9 form, and a W-4 form, to Shared Services. Make sure to submit these promptly and communicate with your supervisor about them as needed. Reach out to sharedservices@du.edu with any questions.
- Any student who has not worked on campus in the past year will be automatically enrolled in a New Student Employee Orientation course on Canvas. This orientation will include more details about working with your supervisor, getting paid, and more. Please plan to complete it within the first month of your employment.

Step 4: Professional Development

- Throughout the academic year, the Office of Student Employment offers trainings on key topics like professionalism, time management, and managing conflict in the workplace. Please check with your supervisor whether these trainings can be considered paid professional development.

Step 5: Get Paid

- As a DU student employee, you will need to record and submit your hours worked through PioneerTime by the end of each pay period. Students are paid every two weeks, and your supervisor will need to approve your timecards at the end of each biweekly pay period.



Frequently Asked Questions

I'm a student and I've been told I have work-study funding. What does this mean?

- Work-study is a form of need-based financial aid that allows students to work on campus (or with an approved off-campus employer) to earn money to help pay for college expenses. The maximum amount you can earn throughout the academic year is the amount listed on your financial aid offer.
- Certain jobs in PCO will list workstudy as the compensation type, and these positions are only open to students with a work-study award.

When can students start working on campus, and when do they need to stop?

- Non-work-study funded students can begin working on campus at any time during the year.
- Work-study funded positions can begin in July and must end by the last day of the spring quarter/semester. Students should be registered for the fall quarter before beginning to earn wages from their workstudy award. A student with a work-study award is not permitted to work using work study funds after they have graduated.
- GXAs also have specific start and stop dates that are associated with the academic year.
- F-1 and J1 international students may not work on campus after graduation unless they have received additional employment authorization from ISSS or the US government.

How many jobs can a student have?

- Students can only have one workstudy funded position at a time. However, students may have more than one position if the additional positions are not funded through workstudy. In addition, students are not permitted to have a work-study position and a graduate teaching/research assistantship simultaneously in the same quarter.
- If a student has more than one position on campus the student and supervisor must be mindful of the number of hours the student is working total for all positions.

How much can students be paid?

- Pay rate will be tied directly to the job and depends on the experience and skills required for the position. Pay rate should not be tied to workstudy status.
- To promote greater pay equity across campus, we recommend all new positions follow the student employment pay rate scale in the online Student Employment Guidelines.

Feel free to reach out with other questions to stuemp@du.edu!

