

Student Employment Roles and Responsibilities



career center

Develops Employment Opportunities on Campus

Administers Handshake

Promotes On-Campus Positions

Coordinates New Student Employee Orientation

Conducts Online Webinars/ In-Person Workshops for Students and Staff

Manages Student Employment Events

Creates Reports on Student Employment

Provides Answers to Student Employment FAQ



human resources

Grants Access to Student Employment Function in SOLAR

Coordinates I-9 Training

Processes I-9 Forms

Administers Payroll



financial aid

Determines Federal Work-Study Eligibility

Administers Federal Work-Study Awards



hiring department

Develops Job Descriptions and Performance Evaluations

Posts Positions on Handshake

Interviews and Selects Student Employees

Requests Access to Student Employment Function in SOLAR

Attends I-9 Training/ Completes I-9 Forms and Files to Human Resources

Creates Assignments in SOLAR/Appoints Students to Positions

Hosts Specific Departmental Training

Questions?

Contact the Career Center at 631-632-6810



Stony Brook University