## 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 Student Employment Coordinator at (631) 632-1297

Stony Brook University/SUNY is an affirmative action, equal opportunity educator and employer.