

Student employment is a great way to get involved on campus or in the community, earn extra money, and develop valuable workplace skills. At New England College, we encourage students to enhance their academic journey with meaningful work experience.

Federal Work Study Program

How do I become eligible?

The Federal Work Study (FWS) Program provides part-time employment opportunities for students who demonstrate financial need, as determined by the FAFSA. Once your FAFSA is submitted, check your award letter to see if you are eligible.

Please note: An award of Federal Work Study indicates eligibility, but does not guarantee employment.

I was awarded Federal Work Study. What's next?

- Attend the ConNEctions Fair at the beginning of the fall semester. This annual job fair features hiring supervisors eager to meet you!
 - Search and apply for FWS jobs at nec.peopleadmin.com. Click "Log in/Create Account," enter your NEC email and password, then select "Search Student Jobs."
 - Reach out to campus contacts such as professors, coaches, or peer leaders. They may know of job opportunities that align with your interests.
 - If you're having difficulty finding a job, contact Student Financial Services (SFS) — we're here to help!
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Institutional Work Program

I didn't qualify for Federal Work Study. Can I still work on campus?

Students who are not eligible for FWS may apply for jobs through the Institutional Work Program. Some departments offer positions to students not enrolled in FWS, though these opportunities are limited.

Start your search early and contact Student Financial Services to explore available positions.

General Student Employment Information

I have secured a job. When can I start working?

Before you begin working, you must complete all required employment paperwork:

- Your supervisor will help you fill out the Authorization Form and Job Description.
- Bring the completed and signed forms to Student Financial Services (located in the Administration Building).
- You will then complete:
 - Student Employee Contract
 - Confidentiality Statement
 - Direct Deposit Form (optional)
 - W-4 Form
 - I-9 Form
 - *Watch your email for important onboarding instructions.*

What should I bring to complete my forms?

For Direct Deposit:

Bring your bank name, routing number (ABA), and account number (not the debit card number).

For the I-9 Form:

You must provide original and unexpired documents that establish identity and work eligibility.

- Bring one item from List A, or
- One item each from List B and List C.

Most students bring either a passport, or a student ID and Social Security card.

[View Acceptable Documents](#)

When will I be able to start working?

Once all documents have been received by SFS, we will begin processing your position. You may begin working only after your supervisor confirms that you are authorized.

Payroll & Hours

I signed up for Direct Deposit but received a check. Why?

Your first paycheck will be issued as a live check and sent to your NEC mailbox. After that, direct deposit should begin. If you continue to receive checks, contact Payroll at payroll@nec.edu.

How many hours can I work?

- During the academic year: Up to 20 hours/week (minimum 2 hours/day)
- During school breaks: Up to 40 hours/week (if the job and funding allow)

When do I get paid?

Students are paid bi-weekly. Work closely with your supervisor to ensure your timesheet is submitted on time. Late timesheets will be processed in the next pay cycle.

Questions?

For any additional questions regarding student employment, contact Student Financial Services at sfs@nec.edu or 603-428-2226.