



Ms. MacKenzie Scott's Gift: President's Initiatives

Jobs on Campus Application

Spring and Summer 2022

Spring Deadline: April 1, 2022

Summer Deadline: April 29, 2022

Jobs on Campus aims to provide Hostos students with professional work experiences and mentoring that will improve their job skills, career readiness, and support their academic progress. Applications are invited from academic and administrative departments across Hostos seeking to hire one to two Hostos students for the Spring and/or Summer 2022.

Students will be paid a competitive hourly rate of \$20/hr and work a maximum of 10 hours a week under the supervision of a faculty/staff member who will ensure student maintains academic requirements and is making progress toward graduation. Supervisors will also be expected to provide on the job mentoring to help students develop and maintain professional conduct in an office setting.

Student Eligibility Requirements: Students must be enrolled full-time. All students are eligible to apply regardless of immigration and financial aid status.

To apply for **Jobs on Campus** funding to support student employment, please complete the information requested below:

Department Name: _____

Department Chair: _____

Phone: _____ Email: _____

Primary Contact (if other than Dept. Head): _____

Phone: _____ Email: _____

Semester for Hiring (can apply for both spring and summer):

Spring _____ Summer (1 session) _____ Summer (2 sessions) _____

How many students are you seeking to hire? (no more than 2 per semester) _____

How many hours per week would students be expected to work? _____

What is the job that students would be hired to do? (Please provide the job title and a description of job responsibilities. Attach a job description if available. **Please note that students cannot be employed to carry out any activities that involve access to other students' private/confidential information.**)

Who will be the student's direct supervisor? _____

What types of mentoring activities will students be engaged in to ensure they are maintaining academic requirements and to support their professional development?

How will you recruit students?

Anticipated employment dates for the position: _____

Please email completed application to Sofia Oviedo at soviedo@hostos.cuny.edu.