ON-CAMPUS EMPLOYMENT FOR F-1/J-1 STUDENTS

As an F-1 student, you may apply for on-campus employment provided that you are authorized by the USCIS to attend Pace University, and you are maintaining full-time status. You can begin working on campus immediately (as soon as the semester begins). You will need a Social Security Number in order to get paid, so be sure to start that process as soon as you get a job offer from the Human Resources office at Pace.

As a J-1 student you must have authorization for on-campus employment from your Home School Study Abroad Coordinator and Pace University International Student and School Office.

What is considered on-campus employment?

On-campus employment means that you will be working on Pace University premises (perhaps in the library or your academic department). It also includes working for a commercial firm that provides direct services to Pace University students (such as cafeteria food services).

How many hours can I work?

You can work up to 20 hours per week while school is in session. You may be eligible for full time employment during vacation periods and holidays.

How do I find out about jobs on campus?

On-campus openings for a student-aid position can be reviewed here: http://www.pace.edu/human-resources/employment-pace/student-employment-applying-on-campus-jobs

Human resources contact info:
NYC – (212) 346-1630; Westchester – (914) 923-2770