On Campus Employment

You are eligible to apply and work on campus as soon as you are enrolled in classes. You may work up to 20 hours per week while classes are in session and more hours during holiday and summer breaks.

A list of current on campus jobs is posted by CLC Career and Placement Services at: http://www.clcillinois.edu/student-services/additional-services/cjpcenter/discover/studentjobs. International students may apply for Community Student Employment (CSE) and Institutional Student Employment (ISE) jobs only. Once you’ve found a job that suits you, follow the steps to apply.

A Social Security number is required to work. If you do not have one, follow these steps to apply for one: http://dept.clcillinois.edu/cie/Currentstudents/SocialSecurityNumber.pdf

Career & Job Placement Center (CJPC) follows the same eligibility requirements used by Financial Aid in determining students’ eligibility for on-campus employment. Below is a summary of those eligibility requirements.

For more information on your specific eligibility, please visit Career & Job Placement Center (CJPC) at the CLC Grayslake campus, A111.

Student Employment Eligibility Criteria

1. The student must meet the skills and requirements of the position.

2. A student must be enrolled in a minimum of 6 credits of courses that are eligible for financial aid, even if you do not receive financial aid. (see http://www.clcillinois.edu/paying-for-college/financial-aid/applying-for-financial-aid/policies-and-consumer-information/ineligible-programs-and-courses for more information)

3. These include developmental courses and ELI classes that are graded but don't count towards the college GPA. Classes that are Pass/No Pass are not aid eligible.

4. A student must be pursuing an aid-eligible program of study, which include most associate degrees and most certificates over 16 hours (see http://www.clcillinois.edu/paying-for-college/financial-aid/applying-for-financial-aid/policies-and-consumer-information/ineligible-programs-and-courses for more information).

5. Students who do not have an accumulated GPA will be accepted for employment. Once they accrue a GPA, it must be maintained at 2.0 or above for student employment eligibility.

6. The student must complete the interview process to be hired.