



# WELCOME CLASS OF 2017!

Greetings to you from **Margaret Odell**. I am the **Director of Career Services** at St. John's College in Santa Fe, where I received my MA in 1997. Why is any of this important to you? Well, I want you to know that I've been around the college for 20 years and I've tackled a large portion of the curriculum that is facing you. I'm also the person who can help answer those burning questions: "Can I get a job on campus this fall?" and "What can I do after St. John's?"

**If your financial aid award includes federal, New Mexico or Institutional work-study**, the answer to the first question is "You are eligible to work on campus and my office can help make that happen." **If your financial aid award says "off-campus work-study or XOFF"**, you are most likely on the work-study waiting list. This means that you are not yet eligible for a campus job. Career Services will contact you directly when you move up on the wait list, but you do not need to see us during registration in August.

For those of you who **ARE** eligible for campus work-study jobs, here are some important details of the St. John's work-study program:

- Work-study jobs for Freshmen average 10 hours per week during the fall and spring semesters.
- Freshman salaries this year are \$9.00/ hour or a total of \$2,880 for the entire academic year.
- Students are allowed only one work-study job at a time.
- More students are eligible for work-study than the number of on-campus jobs, so you need to apply for a job **ASAP after you arrive on campus!**

To find out what jobs are open and available to freshmen, as part of your registration you will be asked to come to the Career Services Office in the basement of Weigle Hall (the building with the white bell tower). At that time we can help you with applications and employment forms (I-9 and W-4). For the I-9 and W-4 forms, please bring an original copy of *either* a current U.S. passport *OR* your driver's license or student ID *AND* an original birth certificate or social security card. **You cannot be hired or start jobs without these documents. If you have any questions about these forms or work-study in general, call or email me before registration.**

I am also here to help students with non-work-study jobs in Santa Fe. We have a job board for part-time jobs off campus and I can put you in touch with local employers who have hired St. John's students in previous years. Career Services also has an automated data management system called **Agora**. Once school starts you will receive a letter in your campus mailbox with directions on how to create a profile in Agora so that you have 24/7 access to all jobs we post, along with many other resources.

As far as the second question – "What can I do after St. John's?" It will be my pleasure to help you explore options and answers over the next four years. Whether you want to join the Peace Corps, go to medical or law school, teach English in the Czech Republic, or become an entrepreneur, the Career Services Office can help with information about internships, careers, and graduate programs. We have extensive resources in our office and can put you in touch with successful St. John's alumni who are working in a wide range of careers. It's never too early to start thinking about life after your undergraduate years, so let Career Services show you what's possible.

My direct number is (505) 984-6067. I also have e-mail, which I read Monday-Friday: [modell@sjcsf.edu](mailto:modell@sjcsf.edu). If I can make your Freshman year at St. John's easier in any way, my door is always open. I'm looking forward to meeting you soon!