

A : *Immigration laws limit the amount and type of work international students can perform. As a result, students must have a valid work permit or work authorization before registering with the program. For assistance with employment authorization, international students should visit the Syracuse University International Student Office at 310 Walnut Place.*

SUNY ESF is an equal opportunity institution and subscribes to all requirements of federal law not to discriminate with respect to students, employers, or applicants on the basis of gender, race, color, national origin, disability, marital status, veteran status, age, or religion.

SUNY ESF, through the Job Location and Development Program, agrees to assist students and employers connect in an attempt to arrange employment. All employers and employees are expected to follow current regulations related to student employment. SUNY ESF is not responsible for agreements made between these parties which do not comply with the current regulations.

Form s a n d In f o r m a t i o n .

Important forms and additional information can be found at the following locations:

REGISTRATION AND EARNING REPORT FORMS

- Financial Aid Office, 113 Bray Hall
- JLD Program Bulletin Board, 1st floor hallway, Bray Hall
- <http://www.esf.edu/students/financial/jld.htm>

For additional assistance or information regarding the Job Location and Development Program, please contact:

**Mark J. Hill
Student Employment Coordinator
Financial Aid Office
115 Bray Hall
Syracuse, NY 13210
(315) 470-6673/6670
mjhill@esf.edu**

GOOD LUCK !



Job Location and Development Program

Stu d e n t H a n d b o o k

**Office of Job Location and Development
SUNY College of
Environmental Science and Forestry
1 Forestry Drive, 115 Bray Hall
Syracuse, NY 13210-2783
(315) 470-6706 (315) 470-4734
www.esf.edu/students/financial/jld.htm**

The Program

SUNY ESF's Job Location and Development Program is designed to provide a link between students seeking employment and businesses or individuals hoping to hire competent and qualified employees. Students using the program have an opportunity to compliment their educational experience through career-related activities. In addition, the wages earned can help with college and living expenses.

How it Works

The JLD Program is basically a referral service. Employers are encouraged to submit available positions for posting through the Program's various services, including web site and bulletin board advertisements, and direct student contact. Students who register with the program can, at any time, access a database of all available positions. In addition, students can request e-mail notifications when new positions are offered. Once a possible connection is found, the student and employer can communicate directly to make further arrangements.

Eligibility

The JLD Program is open to any SUNY ESF student who is currently enrolled or accepted for admission. **Financial need is not a factor in determining eligibility.** Eligible

students must complete a registration form in order to participate.

How to Register

Students who wish to participate in the Job Location and Development Program need to complete a registration form. The form can be obtained from the JLD bulletin board, located outside the Financial Aid Office, 113 Bray Hall, or on the SUNY ESF web site at <http://www.esf.edu/students/financial/jld.htm>.

Completed forms should be submitted to the Financial Aid Office, 113 Bray Hall, via mail, fax, e-mail, or personal delivery.

Frequently Asked Questions

Q : Will I obtain employment?

A : *Your chances for employment depend on you. The JLD Program is designed to help you connect with an employer. Once that connection is made, it is up to you to earn a position. We cannot guarantee a job.*

Q : What types of employment are available?

A : *The program will list all types of employment, whether curriculum/career related or not. Positions can be part or full-time, seasonal or year-round, and can range from steady employment to odd jobs.*

Q : What are my responsibilities?

A : *First and foremost, you are responsible for taking control of your employment opportunities. It is recommended that students watch the JLD Program bulletin board for new position listings. It is also a good idea to act quickly when an interesting position is listed.*

A : *Students are required to provide summary information for any position obtained, either directly or indirectly, through the JLD Program. This information includes feedback regarding the success of employment inquiries and earning reports. Federal regulations require the JLD Program to compile data on the success of the service. Earning reports collect this necessary information and ensure the continued existence of the program.*

Q : Can international students apply?