

# Student Employment at JST-SCU

The Jesuit School of Theology values the contribution of student employees to the mission and effective operations of the school. A number of different offices at JST employ students, helping students to finance their education while also furthering their professional development. Faculty members also employ students as research or teaching assistants, enabling students to gain significant professional experience under the guidance of their professors. Students are welcome to apply for positions as they become available. Openings are posted on the [JST Finance and Administration](#) pages under the Student Employment tab. Under this tab, students will also find forms related to student employment, and the SCU Student Policy and Procedures Manual, which outlines all policies related to student employment.

Students should coordinate with their supervisors in submitting all required paperwork during the hiring process. They may direct questions about payroll to their immediate supervisor.

Students may be employed up to a maximum of 19 hours a week while school is in session. They may work full-time during vacation periods. International students on the F-1 student visa may be employed at JST.

JST encourages students to communicate regularly with their supervisors about any issues they may encounter in their employment. Students have the option of conferring with the Santa Clara University Student Employment Manager, Mariela Rodriguez, who can be reached at [m2rodriguez@scu.edu](mailto:m2rodriguez@scu.edu) or at telephone 408-554-5488.