2024
What You Need to Know as a Skidmore Student

Need a summer job?

Click on the link below to view those departments looking for summer help. Additional jobs may be added as they are approved.

Go to https://skidmore.okta.com/ . Select the "Oracle" tile and then "Current Jobs". (Website will be active in the first week of March)

Summer applications are accepted only on-line and will be available to the hiring departments immediately.

Residence Life has shared that the student summer housing application process will be 3/1/24-4/15/24. Visit their website for details.

One person with more than one summer job?

In some instances, students work more than one summer job. If you are planning to work more than one summer job at Skidmore, please be aware of the following:

- All summer jobs must be "part-time" and you **cannot work** over 40 hours in a workweek between all jobs.
- All jobs need to be paid in the same manner, either hourly or a salary amount. You cannot be paid an hourly rate for one job and earn a salary amount for another. Supervisors for all jobs need to be informed that you have more than one job.

What do I do once I have been hired?

- You will receive an email notification of a job offer if you are selected by the hiring supervisor. This will include dates of employment, average hours per week, rate of pay, etc.
- Depending on your job, a background check may be required. If required, HireRight, the company that performs the college's background checks, will send an email notification to your Skidmore email address.
- Completing summer employment compliance and payroll related information is required. You will receive email notifications regarding pre-boarding and on-boarding tasks which will be in under "Journeys" in Oracle. These tasks will need to be completed prior to or on your first day of employment.

Any questions? Please contact Jim Calhoun, Employment Coordinator, at ext. 5802 or jcalhoun@skidmore.edu.