



## INFORMATION ON GETTING A JOB AT

# ST. LAWRENCE UNIVERSITY



As with many employers St. Lawrence University has both exempt and non-exempt employees on its staff. An **exempt employee**, including a member of the faculty, is paid a semi monthly salary and is exempt from the laws on overtime pay. A **non-exempt employee** is paid by the hour and IS covered by the laws regarding overtime pay. SLU has employees in both categories, and there is a different selection procedure for each.

**Exempt Employees (administrative staff, professionals and faculty)** are normally selected via the hiring procedure known as “the search process”. This involves a search committee which makes all decisions as a group. The position is usually advertised in national and regional venues, and the final candidate may come to Canton from anywhere in the world. The people hired in this category usually have advanced college degrees and/or specialized training and experience.

**Hiring for Non-exempt [employees who are paid by the hour]** is normally done via a process known as the “posting” process and, for most positions, the rules that apply are those that the University and one of the three unions at SLU have agreed to. These rules generally give current employees a chance at a job before any candidates can be considered who are “external” – they are not current employees. This is in keeping with the mutual commitment to giving employees opportunities for advancement and development.

Regular full-time jobs at SLU offer health insurance, retirement and educational benefits. Specific benefits vary according to each position.

### **HOW TO FIND OUT ABOUT JOBS / APPLY**

SLU runs ads in the local papers advertising positions when they are available. Applications can be picked up at the Human Resources Office (Vilas Hall G-2, 229-5596) or downloaded from our Website <http://www.stlawu.edu/resources/job.html>. Watch the local papers for ads. Also check the SLU website at this address: <http://www.stlawu.edu/resources/job.html> and feel free to call our jobline at 229-5590. Selection #3 lets you know what positions have been advertised.

The Human Resources Office does **NOT** accept applications and application materials unless they are linked to a specific job that is open. We have two reasons for this:

- 1) an application that was turned in some time ago may no longer be valid, and it can create confusion to try to locate someone who has moved on to another job;
- 2) it is possible that the application will be mis-filed and not matched up with the correct job. We don't want any mistakes to get in the way of someone getting a chance for a job.

**Temporary Placements** are usually done through the following local agencies:

**Kelly Services:** 268-0456

**Penski:** Potsdam, 265-8860; Massena, 764-5410; Ogdensburg, 393-0395

***Thank you for stopping by today, and stay in touch with any questions you have at any time!***