

Student Employment

Located in the Administration Building, 1st Floor.

- Monday – Friday
8:30 a.m. – 5:00 p.m.
- 978-542-7052
- <https://employment.salemstate.edu/>

Student Employment

Three types of employment:

- Federal College Work-Study Program
- Institutional Employment
- Off-Campus Positions

Student Employment

Federal College Work-Study Program:

- Needs Based Program
- Awarded by the Financial Aid Office
- Refer to your Financial Aid Award Letter
- Award is the amount of funds student can earn in a work-study position
- Students cannot work more than 20 hours per week in their work-study position.

Student Employment

Institutional Employment:

- Part-time, on-campus employment
- Students cannot work more than 29 hours per week for all jobs on campus.

Student Employment

Hiring Paperwork:

- Must be completed prior to the start of work
- Personal Data Form, M-4, W-4, I-9
- Proper Identification Required
- I-9 form refer to www.uscis.gov
- Direct deposit form

Salem State University Bookstore



**Salem State University
Bookstore
121 Loring Ave. (Central
Campus)
Salem, MA 01970**

**Phone: 978-542-3808
Email:
bookstore@salemstate.edu
Web: www.salemstateshop.com**



One Stop, Campus Shop

- **The Salem State University Bookstore is operated by the Follett Higher Education Group (FHEG). FHEG also operates our website salemstateshop.com Shop online 24/7, or in-store year round.**
- **Course Materials:** new and used books, rental, digital textbooks, course supplies (labs & nursing)
- **Dorm Materials &Supplies:** pens, pencils, calculators, nursing instruments, paper and presentation supplies, computer peripherals, bedding, towels and everything you could need for your dorm
- **General Books:** bestsellers, value priced, faculty authors, test prep., reference, writing reference and nursing
- **Apparel & Accessories:** logo sweatshirts, t-shirts, sweatpants, shorts, hats, children's, alumni, mom/dad, and more!
- **Gifts:** logo drink ware, pens, pad folios, note cards, key chains, car decals, lanyards, and more!
- **Everyday Essentials:** batteries, toothbrushes, laundry detergent, backpacks, greeting cards, stamps, snacks
- **Services:** gift cards, class rings, graduation regalia, nursing scrubs



Choices: How to SAVE Money!

Rental – offers you the lowest up-front cost! Students must be 18+, have a valid ID and credit card, and agree to rental terms. Rentals must be returned by the last day of finals in good reusable condition. Saves up to 80% of the price of a new book!



Digital – Follett offers digital services through BryteWave. Digital options offer many features (read aloud, highlighting, sharing notes) allowing for learning style flexibility. Some digital titles are available as a 180 day rentals or to purchase.



Used – Used book inventory is limited, so shop early! Used books are 25% less than a new book and can be sold back at the end of the term.

New – New books are available and in some cases may be required due to new editions, access codes, or single use materials required by faculty.



Price Match – In-store only, against Amazon, Barnes & Noble, or a local competitor. Price difference will be provided on a bookstore gift card; at time of, or within 7 days of purchase.

Payment Options

- Cash
- Credit Card – AMEX, MC, VISA, DISC (cardholder must be present to sign!)
- ClipperCard
- Gift Card
- Financial Aid Loan Book Advances– Valid for a limited time for the fall and spring semester, see website for details (list managed by Financial Aid)
- Check (account signer must be preset to complete check and provide ID). Checks can complicate the returns process and are not recommended.
- VA / Mass Rehab / Other 3rd Party Agents – Purchase orders must be sent to the bookstore from vendor
- Scholarships: Generally all scholarships are sent to the institution. If receiving a private scholarship for books, please contact the store to avoid any issues at the point of purchase.

FAQs

When is the best time to get books?

We recommend getting your materials 1-3 weeks in advance of the first day of classes to allow for new adjunct faculty hiring, changes in teaching assignments, or book changes. This timeframe also allows for our used book shipments to arrive and our physical space to be open to the public.

How much do books cost a semester?

This can vary greatly depending on a student's major and if a purchase, rental, or digital option is chosen. Typically, \$350 - \$700 is a safe range, but it is also possible to spend much less or a little more.

If I order online, how do I get the books?

You can have them shipped to your house or you can select in-store pick-up and present an ID at the store to pick-up pre-packaged books and skip the line! Orders take up to 2 business days for processing.

What is the return policy?

It is important that students retain the original sales receipt and keep it safe. Refunds or exchanges can be processed with the original sales receipt with the books in purchased condition within 1 week after the start of full semester classes. If the original receipt is not available or the return period has ended, buyback value is all we can offer.

Are there job opportunities at the Bookstore?

We encourage students to fill out an application for our non-work study positions. We hire large groups of temporary associates for the beginning and end of terms with the possibility that some of those students will remain on staff for the year.

Please check our website, www.salemstateshop for details, up to date information, and more FAQs



Ways to Connect with Us

- Visit our main office
 - Commons Dining Hall, Second Floor, North Campus
- Call us - 978-542-6444
- Website & Mobile App
 - www.dineoncampus.com/salemstate
 - Dine on Campus App – Google Play and Apple Store
- Social Media Sites: @SalemStateEats
- Text US at 978-666-0645



Dining Locations On-Campus

- Marsh Hall Central Campus
 - Resident Dining Hall
 - Outtakes Store
- Commons Dining Hall at North Campus
 - Lower Commons Dining (First Floor)
 - Food Court (Second Floor)
- The Berry Library Outtakes (North Campus)
- Central Campus Café (Bertolon – Central Campus)
- The Salem Diner (Central Campus)
- Starbucks (Central Campus)
- The Berry Library Outtakes (North Campus)
- Harrington Building Café at South Campus
- O'Keefe Center Coffee Stop at the O'Keefe Center



Dining with Special Dietary Needs

- Marsh Dining Hall – G8
 - This station is prepared without any of the 8 major allergens
 - Designated with purple serving utensils
- Rooted – Vegan Station
 - Available at North Dining Commons and Marsh Dining Hall
- SPACE
 - Provides specialty milks, breads, etc. for students with allergens

We suggest students who have special dietary needs meet with our dining service managers at the beginning of the academic year