

## Student Employment Policy



Students of Piedmont International University are encouraged to work part-time while in school. Every school year, an average of one-third of our undergraduate main campus student body is employed on campus. In recent years, the total number of hours allotted to student workers was well over 13,000!

The following must be in place before students can be employed by the University:

1. The student must be admitted and have a workable class schedule in place.
2. An application must be on file with the respective department of employment as well as with the Business Office. Employment applications can be found at <http://www.piedmontu.edu/document.doc?id=142> or obtained at the Business Office.
3. The student must be 18 years of age. Anyone under 18 must obtain a Youth Employment Certificate from the NC Department of Labor.
4. Upon the agreement to hire and the proposed employee's acceptance of the position, the employee must be directed to the Business Office to complete all tax forms and required legal documentation. **Important** – these Federal Employment Eligibility Verification requirements along with proper identification (according to Federal I-9 specifications\*) must be met **prior** to the employee's actual start date. The completion of this process will determine the employee's employment eligibility.
5. All payroll is submitted through Direct Deposit; therefore, a voided check is required.
6. The Department supervisor must have submitted an interview form to the Payroll Administrator **prior** to the actual start date.

\*Two forms of acceptable identification are required (must be "originals" – not copies or faxes). Examples: valid driver's license, birth certificate, US passport, social security card.

The University employs students in several areas on campus. Many of the jobs available will be dependent on the student's course schedule. Students should contact the Department Head or Supervisor to request information about employment, submit an application, and set up an interview. Below is a list of departments that may be hiring in the upcoming school year:

### Department

Admissions  
Brewin' Den Cafe  
Cafeteria/Catering  
Computer Operations  
Housekeeping/Guest Housing  
Library  
Music  
Security  
Student Services (various jobs)

### Contact

[Angela Hoover](#), Director of Admissions  
[Paul Smeltzer](#), Director of Student Development  
[Lance Bennett](#), Pioneer College Catering Liaison  
[Rick Snider](#), Director of Technology  
[George Jones](#), Housekeeping Manager  
[Jason Seymour](#), Library Manager  
[Dr. Ron Smith](#), Music Division Chair  
[Kenny Long](#), Director of Security  
[Paul Smeltzer](#), Director of Student Development

## LOCAL EMPLOYERS

### Chick-Fil-A

391 Knollwood St.  
(336) 722-6058  
2.0 miles from PIU

3320 Silas Creek Pkwy  
(inside Hanes Mall)  
(336) 760-9412  
3.1 miles from PIU

924 Hanes Mall Blvd  
(336) 765-0713  
3.9 miles from PIU

1925 Peace Haven Rd.  
(336) 659-8140  
4.1 miles from PIU

### Contemporary Services Corp.

Wake Forest event staff  
(336) 758-4199

### Gateway YWCA

(336) 354-1590  
Marcus Luke  
1.0 miles from campus

### Harris Teeter (supermarket)

2281 Cloverdale Ave.  
(336) 777-1075  
1.5 miles from PIU  
420 South Stratford Rd.  
(336) 723-2305  
2.0 miles from PIU  
1955 Peace Haven Rd. North  
(336) 765-6285  
4.0 miles from PIU

### Krispy Kreme

259 South Stratford Rd.  
(336) 724-2484  
1.7 miles from PIU

### Lowe's Foods

3372 Robinhood Rd.  
(336) 659-4943  
4.0 miles from PIU

### Lowe's Food contd.

5034 Peter's Creek Parkway  
(336) 788-5600  
6.4 miles from PIU

### McDonald's

780 N. Martin Luther King Jr. Dr.  
(336) 721-1735  
1.5 miles from PIU

290 South Stratford Rd.  
(336) 725-4999  
1.8 miles from PIU

1460 Trademart Blvd.  
(336) 785-9190  
2.1 miles from PIU

110 Hanes Mall Circle  
(336) 765-4085  
3.0 miles from PIU

### Salem Baptist Christian School Daycare

429 S. Broad. St.  
(336) 725-6113

### Triad Baptist Church

1175 South Main St.,  
Kernersville, NC  
(336) 996-7573  
Stacy Miley ext.139  
Laura Harris ext. 121

### YMCA

1150 Peace Haven Road  
Clemmons, NC  
(336) 712-2000  
k.bishop@ymcanwnc.org

### Transportation/Shipping/Freight Con-way Freight

438 W Bodenhamer St.  
Kernersville, NC  
(336) 996-1969

### UPSjobs.com

Submit an application online



### Hanes Mall Stores

3320 Silas Creek Parkway  
4.9 miles from PIU

### Aeropostale

(336) 768-1775

### Bath & Body Works

(336) 774-1995  
(336) 659-1527

### Belk

(336) 768-9200

### Build-A-Bear Workshop

(336) 794-0154

### Cinnabon

(336) 765-2788

### Eddie Bauer

(336) 659-9883

### Gap

(336) 760-3799

### Hallmark

(336) 760-1202

### JC Penney

(336) 768-2510

### Macy's

(336) 768-6330

### Old Navy

(336) 765-8110

### Sears

(336) 659-7200