STEPS TO GETTING A “SUMMER” JOB

If you have been awarded a summer work study award and are interested in obtaining a summer on-campus job, please follow the steps below (summer jobs post Monday, May 19th):

Federal Work Study

Must be eligible for financial aid for this work program

This work study award allows you to take advantage of on campus work study jobs.

Take a look at the “Federal work Study” section on the Job Board located just in front of the Financial Aid Office. When you have selected a few jobs that you are interested in, write the job numbers on the orange number pad located on the Job Board. Bring the numbers of the jobs that you have selected into the Student Job Center to discuss those positions.

You will be referred to an appropriate job(s) for an interview. If hired, the supervisor will sign your referral form and you will return it to the Student Job Center at which time you will be required to complete additional employment forms, including an I-9 form. In order to complete the I-9 form, specific documents must be reviewed. Many students find it easiest to bring their Social Security card and a photo ID (driver’s license, etc).

If you provide the necessary identification and all employment forms are completed, you will be issued a timesheet and can begin employment at which time your supervisor has designated.

ON CAMPUS NON WORK-STUDY

Need not be eligible for Financial Aid for this work program

If you did NOT apply for financial aid OR did not receive a work study award as part of your Financial Aid award, you can still work on campus in a non work-study job. Visit the Job Board located just in front of the Financial Aid Office to take a look at the “Non Work Study” or “Other Funding” sections on the Job Board. When you have selected a few jobs that you are interested in, write the job numbers on the orange number pad located on the Job Board. Bring the numbers of the jobs that you have selected into the Student Job Center to discuss those positions.

You will be referred to an appropriate job(s) for an interview. If hired, the supervisor will sign your referral form and you will return it to the Student Job Center at which time you will be required to complete additional employment forms, including an I-9 form. In order to complete the I-9 form, specific documents must be reviewed. Many students find it easiest to bring their Social Security card and a photo ID (driver’s license, etc).

If you provide the necessary identification and all employment forms are completed, you will be issued a timesheet and can begin employment at which time your supervisor has designated.

If you have any questions about student employment opportunities, you may visit the Student Job Center or call Joanie at (360) 736-9391, ext. 208.