

STEPS TO GETTING STUDENT EMPLOYMENT

1) Federal Work Study

Must be eligible for financial aid for this work program

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

Take a look at the “Federal work Study” section on the Job Board. When you have selected a few jobs that you are interested in, you will bring the numbers of the jobs that you have selected with you to the staff in the Student Job Center.

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.

2) STATE WORK-STUDY

Must be eligible for financial aid for this work program

This work study option allows you to take advantage of off-campus positions relating to your area of study.

Take a look at the “State Work Study” section of the Job Board. When you have selected a few jobs that you are interested in, you will bring the numbers of the jobs that you have selected with you to the staff in the Student Job Center. You will be referred to an appropriate job(s) for an interview. If hired, the employer will sign your referral form and you will return it to the Student Job Center. You can begin employment at which time your employer has designated.

You can also consider recruiting your own employer by using a marketing packet available from the Student Job Center.

Also, if you are currently employed in a job relating to your area of study you can inquire about converting your job to a State Work Study position.

3) 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 on your financial aid award letter you can still work on campus in a non work-study job. Visit the Job Board 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, you will bring the numbers of the jobs that you have selected with you to the staff in the Student Job Center. 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.