

IMPORTANT!

A federal work-study award (on award letter) does not guarantee employment through EMU. Funding for this program is limited. Students are strongly encouraged to pursue and secure a position as soon as possible. Follow the steps below. Contact the Financial Assistance Office if you have questions.

How to secure a position:

1. View the job list on the student employment website
www.emu.edu/studentemployment
2. Contact the supervisor of department in which you have interest
E-mail address and phone number of the supervisor can be found by clicking on the link under "Title" on the student employment website
3. After accepting an offer from a supervisor complete this form and submit it to the Financial Assistance Office
4. Several additional employment forms (contract, tax withholding, I9, etc.) will be required after placement is verified; the needed forms will be given to your Supervisor

All First Time Work Study Students: The federal government requires all new employees to complete an I9 form. When submitting this form, you must present documentation proving both identity (ex: driver's license, school ID) AND work eligibility (ex: social security card, birth certificate). Passports meet both requirements. Original documents are required, copies cannot be accepted. Please see I9 form for other accepted types of ID. Failure to comply will prohibit you from working until documents are presented.

Complete this Section

Printed Name _____ ID # _____

With the approval of the supervisor I have accepted a position in the _____
(Department/Office Name)

The employment arrangement is for the following semester (s) of the 2012-2013 academic year:

Both Semesters

Fall Semester Only

Spring Semester Only

Departments/Offices with Student Employment Positions

AD - Admissions Office	IN - International Student Services	OT - Local Service Agencies
AH - Athletics Department	IR - Institutional Research	PE - Physical Education Dept/ Climbing Wall
AL - Alumni Office	IS - Information Systems	PS - Psychology Department
AS - Administrative Suite	LC - Academic Support Center	PT - Post Office
BI - Biology Department	• Tutor	RE - Registrar's Office
BO - Business Office	• Office	RC - Recycling
CE - Auxiliary Services	LN - Landscaping/Auxiliary	RS - Recreational Sports
CG - Common Grounds	LR - Learning Resources	• Intramural Sports
CH - Chemistry Department	MA - Math Department	SC - Student Accounts Office
CL - Community Learning	ME - Communications	SG - Student Government Association
CR - Career Services	MC - Maintenance (Electrical)	SH - Shenandoah Yearbook
CS - Custodial Services	MG - Maintenance (Grounds)	SI - Sports Information
DR - Theater Department	MH - Maintenance (Mechanical)	SL - Student Life Office
DV - Development Office	MI - Campus Ministries	SO - Sociology Department
ED - Education Department	MO - Maintenance (Shop)	SS - Snack Shop (Royals' Den)
EN - English Department	MS - Maintenance (Structural)	ST - Student Programs
FA - Financial Assistance Office	ML - Main Library	TR - Athletic Trainers
FC - Fitness Center	MM - Museum of Natural History	VC - Visual Arts and Communication
FL - Foreign Languages Dept.	MP - Multicultural Programs	WV - Weather Vane Student Newspaper
FS - Food Services	MU - Music Department	
GR - Game Room	MZ - Center for Justice and Peacebuilding	
HC - Health Center	NS - Early Learning Center	
HI - History Department	NU - Nursing Department	
HL - Historical Library		
IE - Intensive English		

Students are only permitted to participate in the federal work study program if they have been awarded eligibility based on their financial need as determined by the results of the FAFSA. In some cases, eligibility may be included on a financial assistance award letter, but later cancelled if other required adjustments alter a student's financial need. If a student ceases to be enrolled at least half-time during the school year he or she must discontinue working immediately.

The maximum dollar amount that may be earned each semester is listed on the financial assistance award letter. Exceeding this amount may result in a reduction to other financial assistance awards.

Students are required to read and sign a student employment contract before beginning employment. Contracts are distributed by the financial assistance office to the appropriate work study supervisors. In addition to this form, all new employees are required to complete an I9. This must be completed before the student begins employment.