

Student Employment

IMPORTANT!

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.

How to get a job:

- **View the job list on the student employment website**
 - **www.emu.edu/studentemployment**
- **Contact the supervisor of a department where you would like to work to inquire about job availability**
 - **E-mail addresses and phone numbers of the supervisors can be found by clicking on the link under "Title" on the student employment website**
- **After accepting a job offer from a supervisor complete this form and submit it to the financial assistance office**
- **You will be required to complete a student employment contract after this form is submitted**
 - **You may be required to complete an I9 and/or state and federal tax forms (These will be sent to you after you submit this form if they are required)**

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 2008-2009 academic year:

Both Semesters

Fall Semester Only

Spring Semester Only

Departments/Offices with Student Employment Positions

AD -Admissions Office	HR - Human Resources	NS -Early Learning Center
AH -Athletics Department	IE -Intensive English	NU -Nursing Department
AL -Alumni Office	IN -International Student Services	OT -Local Service Agencies
AS -Administrative Suite	IR -Institutional Research	PE -Physical Education Dept/ Climbing Wall
AT -Visual Arts and Communication	IS -Information Systems	PS -Psychology Department
BI -Biology Department	LC -Academic Support Center	PT -Post Office
BO -Business Office	<ul style="list-style-type: none">• Tutor• Office	RE -Registrar's Office
CE -Auxiliary Services	LN -Landscaping/Auxiliary	RC -Recycling
CG -Common Grounds	LR -Learning Resources	RS -Recreational Sports
CH -Chemistry Department	MA -Math Department	<ul style="list-style-type: none">• Intramural Sports
CS -Custodial Services	ME -Communications	SC -Student Accounts Office
DR -Theater Department	MC -Maintenance (Electrical)	SH -Shenandoah Yearbook
DV -Development Office	MG -Maintenance (Grounds)	SI -Sports Information
ED -Education Department	MH -Maintenance (Mechanical)	SL -Student Life Office
EN -English Department	MO -Maintenance (Shop)	SO -Sociology Department
FA -Financial Assistance Office	MS -Maintenance (Structural)	SS -Snack Shop (Royals' Den)
FC -Fitness Center	ML -Main Library	ST -Student Programs
FL -Foreign Languages Dept.	MM -Museum of Natural History	TR -Athletic Trainers
FS -Food Services	MP -Multicultural Programs	WV -Weather Vane Student Newspaper
GR - Game Room	MU -Music Department	
HC -Health Center	MZ -Center for Justice and Peacebuilding	
HL -Historical Library		

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.

Student employees may work a maximum of 20 hours a week during periods of enrollment. 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 should also be completed before the student begins employment.