



Student Employment

Career Lab
Lucina Hall Room 235

As a Ball State University student, you may be interested in working on campus. An on-campus job provides you with a great opportunity to earn extra money, meet people, develop transferable job skills, learn time-management skills, gain experience, and get more involved on campus.

The Career Center coordinates all on-campus student employment. You must be currently working toward a Ball State degree and be eligible to work both in the United States and for the university to apply.

Applying for On-Campus Student Employment

Go to <http://www.bsu.edu/careers>. Click Student Employment. The Application for Student Employment and Tax Forms will appear as links on the page. To begin the application process, click Begin the Student Employment Application Process. You will need your Ball State Outlook username and password to access the application. You may also complete the state and federal tax forms by clicking on the Tax Forms link. Be sure to use your permanent home address on all forms. Sign all tax forms in ink using your full legal name. Next, return your tax forms to the Career Center, Lucina Hall 220.

If you are a graduate assistant, doctoral assistant, resident assistant, or international student, call the Career Center at 285-5634 to find out what additional forms you may need.

Choosing an On-Campus Job

All job vacancies are posted on Cardinal ViewJobs, which is accessible from any computer with Internet access. Many on-campus jobs are available, including positions as lifeguards, clerical assistants, computer lab assistants, and landscape crew members among others.

Only students approved for the Federal Work Study Program are eligible for work-study positions. In addition to on-campus Federal Work Study jobs, there are many off-campus community service positions available to students who have been approved for work-study.

Contact the Office of Scholarships and Financial Aid, Lucina 245, to find out if you are eligible.

Getting a Job Referral

After completing your online student employment application and selecting jobs from Cardinal ViewJobs, stop by the Career Center in Lucina 220 to get job referrals.

At your first visit to the Career Center, you must show documents to verify your eligibility to work in the United States. Most students use an *original* social security card, birth certificate, or passport. A list of acceptable documents is available at the Career Center and on the web. Go to <http://www.bsu.edu/careers>. Click Student Employment and click the link Required Eligibility Documents. The Student Employee Handbook also appears as a link in the text. Please bring your Ball State University student ID card with you.

Interviewing with the Hiring Department

After receiving a referral, you can contact the employer. If you get an interview,

- Dress nicely and prepare for it.
- Do some research on the department and its role on campus.
- Be prepared to discuss any previous work and volunteer experiences you have had.
- Remember to take your referral form to the interview. This form shows the employer that you are eligible to work on campus.

After Your Interview

If you have not heard from the employer within a week of the interview (or the deadline specified by the employer), you may call and ask if a decision has been made.

If you get the job, the university will pay you biweekly based on an hourly rate. Your wages will be direct deposited into your bank account. You may register for direct deposit through the Career Center or the Office of Payroll and Employee Benefits. Federal and state taxes will be deducted from your check. Social security will not be withheld while you are attending classes during the academic year; it will be withheld if you work during breaks and vacations. You may work up to twenty hours a week on campus (up to forty during the summer), but most jobs average ten to fifteen hours a week.

For more details about working on campus, consult the Student Employee Handbook. Go to <http://www.bsu.edu/careers>. Click Student Employment, then Handbook.

If you do not get the job, keep trying. Look for other jobs on Cardinal ViewJobs and stop by the Career Center to get more referrals.

For help in your job search, visit the Career Lab in Lucina 235 for information on interview techniques and résumé writing. You may also want to attend one of our daily drop-in advising sessions M-W from 1 to 3 and TH-F from 10 to noon in Lucina 220.

Student employment can be the first step in your career development at Ball State. For more information, see our Career Management Action Plan on the web at <http://www.bsu.edu/careers/cmap>.

Other Job Opportunities

Cardinal Career Link features off-campus jobs and internships. Access to off-campus part-time jobs, internships, fellowships, seasonal employment, and full-time jobs is password protected. You must be a Ball State student or graduate to create an account. To create your Cardinal Career Link account, go to <http://www.bsu.edu/careers>. Click Cardinal Career Link.

To apply for off-campus jobs, internships, or full-time jobs, contact the employer directly. Many employers use Cardinal Career Link to let you apply online and e-mail your materials directly to them.

Create your résumé using Cardinal Career Link's Résumé Builder or upload your résumé and receive an automatic critique by e-mail within one business day. You can also choose to include your résumé in Résumé Books for employers to view.

When you create a profile in Cardinal Career Link, your registration with the Career Center is complete! In addition to the online job postings and job-search tools, you will have full access to Career Center advising, programs, and events.

Resources

The following resources are available in the Career Lab in Lucina 235. The lab is open Monday - Friday from 8 a.m. to 5 p.m. during the school year and from 7:30 a.m. to 4 p.m. during the summer.

- *10 Things Employers Want You to Learn in College*
- *101 Great Answers to the Toughest Interview Questions*
- *Best Resumes for College Students and New Grads*
- *The Internship Advantage*
- *Internship Success*
- *Leave Your Nose Ring at Home*
- Books about majors and careers
- And more!

Internship Databases

- Cardinal Career Link: <http://www.bsu.edu/careers/careerlink>
- Internships.com: <http://www.bsu.edu/careercenter/secure/interncompass/>
- Internships USA: <http://www.bsu.edu/careercenter/secure/internshipspass/>
- Vault Career Insider: <http://www.bsu.edu/careercenter/secure/careerlibrary/>

Websites

- Career Center Online Resources: On the Career Center's home page, click Career Lab and Resources, then Great Links to Explore or Publications.
- Career Center: <http://www.bsu.edu/careers>
- Cardinal ViewJobs: <http://www.bsu.edu/careers/viewjobs>
- Cardinal Career Link: <http://www.bsu.edu/careers/careerlink>
- Career Management Action Plan (Career MAP): <http://www.bsu.edu/careers/cmap>
- KEY Careers: <http://www.bsu.edu/keycareers>
- Quest: <http://www.bsu.edu/careers/quest>

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact
Career Center

Lucina Hall 220 Ball State University
Muncie, Indiana 47306 (765) 285-5634
www.bsu.edu/careers/
careercenter@bsu.edu