

STUDENT EMPLOYMENT

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 www.bsu.edu/careers/ and click on the Student Employment link on the right side of the page. To begin the application process scroll down the page and click the link "Begin the student employment application process" in the bottom of the text portion of the page. You will need your Ball State Outlook username and password to access the application. Complete the application, then print state and federal tax forms and complete them. 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, undergraduate honors fellow, resident assistant, or international student, call the Career Center at 285-5634 to find out what additional forms you may need.

To maximize your student employment opportunities during the busy first week of fall classes, we recommend that you submit an online student employment application to the Career Center before fall classes begin.

Choosing an On-Campus Job

All job vacancies are posted on Cardinal ViewJobs on the World Wide Web, which is accessible in all computer labs on campus, as well as from any computer with World Wide Web 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 a number of 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 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. A list of acceptable documents is available at the Career Center and on the Web. On the Career Center's home page click "Student Employment," "Student Employee Handbook," then "Required Employment Eligibility Documents." 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 or 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), call and ask if a decision has been made.

Be sure to thank interviewers for their time and consideration.

If you get the job, the university will issue you a biweekly paycheck based on an hourly rate. You can choose to have your check deposited directly into your bank account. Federal and state taxes will be deducted from your check. Social Security may not be withheld while you are attending classes; 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, be sure to read the policies and guidelines in the handbook on the World Wide Web at www.bsu.edu/careers/.

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 and Experiential Learning 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.

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.

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 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.

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'll soon receive our Career ConneXions e-newsletter, and you will have full access to Career Center advising, programs, and events.

Links to all World Wide Web services described in this handout are available at www.bsu.edu/careers/students.

For detailed information about a full range of career-planning and job-search topics, be sure to visit the Career Center's World Wide Web site at <http://www.bsu.edu/careers/>.

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

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