SRSU Student Employment Checklist

_____ Download a Student Employment Application form (Word format) from http://www.sulross.edu/pages/4514.asp, or pick up a paper copy of the form from Career Services at UC 211.

_____ Fill out the Student Employment Application; print out the completed application and sign where indicated at the bottom of page 2, as well as sign the application supplement. If you chose to hand write the application, do so neatly and legibly. Remember this application is a reflection on you and your ability to perform work for the university.

_____ Print a copy of your Financial Aid Award showing acceptance of federal work study (if it is part of your financial aid, if not you can still apply). You can print out this award information from Self Service Banner using your student ID number (“A” number) and your password.

_____ Bring your completed application and the copy of your financial aid award to the Career Services office, UC 211C. On Campus student job postings are available on the Career Services website at http://www.sulross.edu/pages/4514.asp as well as posted on the “JOB POSTING” bulletin board in the UC, across from the cafeteria.

_____ Career Services will make a copy of your application, check for its completeness, and review the current job availability with you. Once you decide what job or jobs you are interested in “checking out”, Career Services will arrange for you to meet with the hiring departments.

Once a student is hired he or she can arrange for their pay to be direct deposited into a bank account or paid by paper check. Students are paid monthly, and payment is made directly to the student.