



# **Student Employment Automation (Campus Job Opportunity)**

## **Student Training Session**

**(for students being rehired by their same employer)**



# Things You Need to Know

- Jobs are for upcoming academic year ”
- Student employees returning to their previous jobs for fall/spring , will need to apply through the Student Job board system



# Things You Need to Know

- Students hired under departmental funds may work a maximum of *19 hours* a week during the school year between all jobs worked on campus.
- Students must be enrolled for at least *12 credits* in order to be eligible to work in a departmental job.
- Students may risk their eligibility to work on campus if the above rules are violated.



# How To Access the Employment System

- Anchor Access
- Student Tab
- LSSU Student Employment Opportunities

**Student**

---

[Registration](#)  
Used to register for classes, view registration status, view holds & view/print your schedule.

[Academic Information](#)  
View your student information, Academic transcript, midterm & final grades, etc.

[Online Degree Audit](#)  
For help on how to run an Online Degree Audit click the link "[Instructions](#)"

[Student Resources](#)  
Contains printable forms & guides, A-Z Faculty Search, and a variety of information.

[Tuition & Billing](#)

[Textbook Information](#)

[LSSU Vehicle Registration & Ticket Information](#)

[LSSU Student Employment Opportunities](#)  
View available jobs (if eligible), Apply for jobs.

# Student Job Page

## Student Job Page

Students seeking employment through LSSU must utilize the student job board to view available positions and apply for jobs.

If you have been offered "Federal Work Study" as part of your financial aid, you must accept the offer before jobs are viewable to you on this job board. To accept an offer of Federal Work Study, go to the Financial Aid Tab of Anchor Access; Award section; Accept Award Offer section.

View the jobs before applying for a job, to obtain the necessary Job Department and ID Number.

View Student Jobs



Apply for Jobs

Review Job Applications

Review Job History



## Next Steps

- “View Student Jobs”
- Select “Academic Year ”
- Look for your job – which you will be returning to, from last year. NOTE the Job Dept and Job ID Number
- “Return to Student Job Page”



## To Apply for the Job

- “Apply for Jobs” from Student Job Page
- Select “Academic Year ”
- Select your employment Department (noted from the job board in previous step)
- Select your Job (noted from job board in previous step)



## To Apply for the Job

- Download the LSSU Employment Application (Word version preferred but not required)
- Fill in your NAME and just type “REHIRE”  
- no need to fill out the application any further if you are applying for your previous position
- Save on your computer and upload
- Click “Apply for Job”



# To Apply for the Job

## Available Jobs List

To apply for a job you must upload a completed LSSU Job Application.

You can download a .doc version of the application [here](#).(for Microsoft Word) ←

You can download a .rtf version of the application [here](#).(Rich Text Format for applications other than Micro

You can download a .odt version of the application [here](#).(for Google Docs)

Download the application, save it on your computer.

Complete the application and upload it in the space provided below.

Select the specific Job Number you wish to apply for. You can obtain this information from the "View Stud

**Position: \***

Student Labor NC Admin 1069001 ▼

**Attach Application:**

Browse\_

Apply for Job ←

[Return to the Student Job Page](#)



## What Next?

- Wait for your employment department to respond by making you an “offer” if they intend to rehire you
- Check your LSSU email for this notification and/or “Review Job Applications” on Student Job Page



# Review Job Applications

I have read and accept above agreement

You must do this (yes) before accepting an offer

Status Pull Down	Current Status	Job Category	Job Dept	Job Title	Job ID	Stat
Applied	Applied	Academic 1112	Norris Center Administration	Student Labor NC Admin	1069001	27-
No Match	No Match	Academic 1112	Admissions	Student Labor Admissions	1057001	27-
Interview	Interview	Academic 1112	Learning Center	Student Labor Learning Ctr	1048001	27-
Offer Rescinded	Offer Rescinded	Academic 1112	Audio Visual	Student Labor A/V	1041201	27-
	Offer	Academic 1112	Financial Aid Admin	Student Labor Financial Aid	<a href="#">1052002</a>	27-

[Return to the Student Job Page](#)



## Next Step

- An “offer” needs your response
- At “Review Job Applications”, either accept or decline the offer from Status Pull Down Menu
- Click “Process Status”
- Your Status should become “Accept/Authorized” – if so, you’re done!



# Display Applications

## Display Student Applications

View the current status of the jobs you have applied for.

Check your LSSU email regularly for notification from job supervisors.

Instruction on how to access your LSSU email was provided to you by the Admissions Office with your letter of admission and will

If you are offered a position, you will be required to provide a W-4 and I-9 employment forms, unless we already have them.

Direct links and instructions for the W4 & I9 will be sent to your LSSU email, if needed, when an offer is made. Your status must be work.

Status Pull Down	Current Status	Job Category	Job Dept	Job Title
Applied	Applied	Academic 1112	Norris Center Administration	Student Labor
Accept, Not Authorized	Accept, Not Authorized	Academic 1112	Audio Visual	Student La
Not Authorized, Offer Revoked	Not Authorized, Offer Revoked	Academic 1112	Admissions	Student Labor
Interview	Interview	Academic 1112	Financial Aid Admin	Student Labor

- If your status is not authorized, check your email. We need some paperwork and the email will direct you.



# To Begin Working Next Fall

- Your “status” must be Accept, Authorized



Status Pull Down	Current Status	Job Category	Job Dept	Job Title	Job ID	StatusDate
Accept, Authorized	Accept, Authorized	Academic 1112 Admissions	Student Labor Admissions		<u>1057001</u>	27-APR-12

[Return to the Student Job Page](#)



## What If.....

- You prefer a different job, & don't want to return to your previous employer
  - Please send your previous employer an email and let them know. They may be holding a place for you.
- You will need to “Apply for Jobs” – fill out the LSSU employment application fully, and apply for jobs from the Job Board. Follow steps as previously outlined. Your status must eventually be “accept/authorized” in order to be authorized to begin work.

# Questions?

## Contact Information

Human Resources

[humanresources@lssu.edu](mailto:humanresources@lssu.edu)

906-635-2213