Student Employment on (Campus Job Opportunity)

Student Training Session
(for students being rehired in the same job)
Things You Need to Know

• Jobs are for upcoming semester/academic year

• Student employees returning to their previous jobs, need to apply through the Student Job Board system
How You Access the System

- Anchor Access
- Student
- LSSU Student Employment Opportunities

Student

- Registration
  Used to register for classes, view registration status, view hold

- Academic Information
  View your student information, Academic transcript, midterm

- Student Resources
  Contains printable forms & guides, A-Z Faculty Search, and a

- Tuition & Billing

- Textbook Information

- LSSU Vehicle Registration & Ticket Information

- LSSU Employment Opportunities
  View available jobs (if eligible), Apply for jobs.
Student Job Page

Students awarded work study as part of their financial aid, are eligible to view the student job board.

Work study offers must be "accepted" on the financial aid tab of Anchor Access before jobs are viewable.

If you have not accepted your work study offer, do so on the Financial Aid Tab, Award 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 with a file name different from your first application and upload
• “Apply for Job”
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
You need to accept or decline the offer and select “process status”
Next Step

• An “offer” needs your response
• At “Review Job Applications”, either accept or decline the offer from Status Pull Down Menu
• “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 be included in your employment packet.

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 checked to decide if you need to complete these forms.

<table>
<thead>
<tr>
<th>Status Pull Down</th>
<th>Current Status</th>
<th>Job Category</th>
<th>Job Dept</th>
<th>Job Title</th>
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<tbody>
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<td>Academic 1112</td>
<td>Norris Center Administration</td>
<td>Student Labor</td>
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<tr>
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<td>Financial Aid Admin</td>
<td>Student Labor</td>
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</tbody>
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• 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**

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<td>27-APR-12</td>
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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 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
906-635-2213

www.lssu.edu