

STEPS IN SECURING GENERAL CAMPUS STUDENT EMPLOYMENT

Eligibility

All student employees must be enrolled as students at APSU. Federal law requires that students must be enrolled as at least half-time to work on campus:

- Undergraduates must be enrolled for at least 6 hours;
- Graduate Students must be enrolled for at least 4 hours;
- Summer Term- Students must be enrolled for at least 3 hours or registered for Fall semester at above minimums.

All student employees must maintain a minimum 1.5 GPA.

How to Find a Job

1. Check out the student job postings (<http://www.apsu.edu/hrhomepage/studentgeneralcampus.htm>). New positions are posted as they are received in Human Resources (HR) and are posted for five working days.
2. Click on the job title for more details of the position and the person to contact to apply for the position. Applications must be submitted by the deadline date listed on the posting.
3. Complete a [Student Employment Application](#). Print the application form and take it to the departmental contact person before the deadline date.
4. After the deadline date, the department will review all applications and contact selected applicants for an interview. The department will then notify the successful applicant(s) to offer the position.
5. The student and the department contact person will then complete the following necessary hiring documents:

[W-4](#)

[I-9](#)

Copy of Social Security card for payroll purposes

[Direct Deposit Authorization](#)

The forms will then be forwarded them to Human Resources.

Please note: Students are not authorized to begin work until HR notifies both the department and the student via e-mail of the effective date.