



ON-CAMPUS STUDENT EMPLOYMENT STUDENT INFORMATION SHEET



WHAT TO DO FIRST

1. If you have not already, **ACTIVATE YOUR HANDSHAKE ACCOUNT**. Go to ecok.joinhandshake.com and log in using your ECU student email account, i.e. johtsmi@email.ecok.edu and set your password. You can also download the free app on Android or iPhone.
 - a. Edit your Primary Education: MAJOR, GPA, EXPECTED GRADUATION DATE
 - b. Complete your Profile: ADD WORK EXPERIENCE, ADD SKILLS, ADD INTERESTS
 - c. **UPLOAD RESUME** and **ON-CAMPUS STUDENT EMPLOYMENT APPLICATION** in the DOCUMENTS section. Application can be found under the 'Career Center' tab then 'Resources'. ****Application must be COMPLETE and updated each semester as needed.**
 - d. Set Profile to **PUBLIC** for employers to see and search for you.

TO SEARCH HANDSHAKE FOR ON CAMPUS STUDENT EMPLOYMENT

New On-Campus Student positions will begin to be posted prior to each semester. Federal Work Study Eligible students will be able to view and apply for positions until Week 4 of Classes. If positions remain unfilled, at that time they will be open to all students to view and apply.

Federal Work Study is determined by your FAFSA. If you are not sure if you are eligible for Work Study you can check your Self-Service financial aid portal on MyECU or check with the Financial Aid office (Admin 101).

Open positions on campus may be searched two different ways:

1. Click **Jobs** – Click **On-Campus** filter – Scroll through open positions OR
2. Click **Employers** – Search **East Central University On-Campus Employment** – Look for 'Jobs at East Central University On-Campus Employment' box on right side of page – Click **See all** – Or Click on Job Title to go to a specific opening.

****Jobs you are interested in and want to 'keep an eye on' can be bookmarked so they appear first on your home page.**

To Apply: Click the **Apply** button. You will be required to upload a completed student employment application. Some offices may also require a resume and/or other documents. Handshake will send your information to the office/supervisor that is hiring, who will then contact you regarding an interview. You will also receive a confirmation email that your application was received from Handshake and if another student was hired for the position, so check your email often.

NEW STUDENT EMPLOYEE CHECK LIST: NOW THAT YOU'RE HIRED

1. Pick up a Packet from Financial Aid and Complete Application for Work Permit with Financial Aid representative.
2. Hiring supervisor will need to sign completed Work Permit.
3. Take Packet to Employment Services Office in room 160 Admin Bldg.
 - a. Bring **2** forms of **Identification** (*i.e. Driver's License and Social Security Card) to complete Form I-9.
*Please see the list of acceptable forms of ID on the back of the I-9 form.
 - b. Employment Services with notarize the loyalty oath. **Do not sign the loyalty oath in advance.**
4. Return your entire packet to your supervisor.
5. ECU pays with Direct Deposit. Form must be completed and voided check or letter from your bank attached.

INTERNATIONAL STUDENTS:

Copies of the following identification will be **required**:

I-94

I-20 (a copy can be obtained in the International Student Office)

Passport

Social Security Card – must have before working.

East Central University does not discriminate on the basis of race, color, age, religion, sex, national origin or physical handicap in its educational programs, activities or employment practices, in accordance with federal, state, and local laws.