

STUDENT EMPLOYMENT

2017-18 WORK SHOP SCHEDULE

There will be 5 workshops scheduled the first week of school for Federal Work Study, Apprentices and Honors Assistants. The purpose of these workshops, are for students to:

- Apprentices, work study and honors assistants can pick up and submit new hire or rehire paperwork.
- Federal Work Study students can check eligibility & take tutorial required to apply for positions.
- Questions or concerns can be addressed about forms or job search.

The dates and times noted below are “drop in” times. Students are not required to stay for the whole period noted and only need to come to one session. Once these sessions are done, students may come to the Human Resources Office to submit or pickup paperwork and also for inquiries.

Attention Apprentices: New hire & returning apprenticeship paperwork must be submitted PRIOR TO STARTING THEIR JOB. Paperwork should be submitted at the workshops the first week of school, if possible. While the workshops are in session, no paperwork will be taken in the Human Resources Office. Please go directly to the workshop during these designated times. Students are not authorized to work until all forms & required IDs are submitted to HR. Thank you.

Students can drop in anytime **between the hours noted below:**

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday, August 28	10:00 a.m. – 12:00 p.m.	409 Lawrence Hall
Monday, August 28	2:00 p.m. – 4:00 p.m.	409 Lawrence Hall
Tuesday, August 29	10:00 a.m. – 12:00 a.m.	701 Student Center
Tuesday, August 29	2:00 – 4:00 p.m.	701 Student Center
Wednesday, August 30	9:30 a.m. – 11:30 a.m.	701 Student Center

After these workshops have been completed, students are welcome to go directly to the Human Resources Office which is located on the 7th floor of Frontier Hall. The entrance is on First Avenue and the hours are 8:30 – 4:30 Monday through Friday. Thank you!