



## STEPS TO OBTAIN A ON-CAMPUS WORK STUDY POSITION

1. Go to the Financial Aid Table office to determine Work-Study eligibility. If eligible, you will complete an Annual Work-Study Agreement Form. **Keep this form through out the interview process. You will need it to give it to the hiring manager if you are offered a student worker position.**
2. Go to the Human Resources office and see Jeff Johnson to complete an application for employment and a Disclosure and Release of Information Authorization.
3. Open positions are posted outside of the financial aid office and on-line at [http://classes.dunwoody.edu/services/Jobs\\_1.htm](http://classes.dunwoody.edu/services/Jobs_1.htm)
4. Select one to two positions you are interested in, and contact the hiring manager that is listed as the position contact. Tell them that you would like to interview for their open student worker position and schedule a time to interview with them.

\*\*\*PLEASE NOTE: Students will only be eligible to accept one job offer.

5. Attend the interview and meet with the hiring manager and your scheduled time. Use this interview to highlight your interest in the position and any skills which make you a qualified applicant. Be sure to ask the hiring manager questions about the position responsibilities and work schedule.
6. **If you are offered a position, you will need to complete new hire employment paperwork by contacting Jeff Johnson in HR at [jjohnson@dunwoody.edu](mailto:jjohnson@dunwoody.edu)**

**SPECIAL NOTE: You will need to bring work authorization ID and photo ID to the paperwork session in order to gain legal employment. Please ask your hiring manager or an HR Representative to see a list of acceptable identification.**

7. Once you have completed the new hire paperwork process, you will need to meet with Sook Park in payroll (office Green 75) to get a timecard sticker for your student badge and to learn how to operate the time clocks.
8. Congratulations! You have successfully obtained a student work-study position!