How Do I Get An On-Campus Job?

Check the website for open positions

• http://www.northwestu.edu/current/jobs/
• It is not uncommon for some departments to have open positions that are not posted on the website. Keep your ears open!
• Typical departments that hire: Registrar, Financial Aid, Admissions, Human Resources, Campus Ministries, Library, Athletics, Print-Mail Services, The Aerie, Cafeteria, Development, Event Relations, Student Development, Wellness Center, Lab, Accounting, Communications, CAPS, College of Ministry and more!

Complete a Job Application Packet

• Where to obtain an NU Application for Employment: Download from the website or pick it up from either Human Resources or Barton building Receptionist.
• Your application packet must include: Cover Letter, Resume, NU Application and current class schedule.
• You may apply for multiple positions on one application. Applications are retained for one academic year.
• Once an initial application is on file, you may email HR at applications@northwestu.edu with a new cover letter, resume and class schedule.

Send your Application Packet to Human Resources

• Drop it off in person to HR (Davis Building, Room 102) or Barton Lobby Receptionist.
• Fax (425.739.0695); or scan & email to applications@northwestu.edu
• Mail: Northwest University, Human Resources P.O. Box 579, Kirkland, WA 98083-0579
• Important: Applications must be complete in order to be forwarded to department(s) for consideration.
• Have questions? (425.889.5749) or hr@northwestu.edu
Frequently Asked Questions

- **When should I turn in my application?**
  - Don’t wait, turn it in to HR as soon as possible!
  - Open positions are posted on the student employment web page when available. If there are no openings listed you can still submit an application packet, however, you are encouraged to frequently watch for postings and notify HR of specific interest(s).
  - Supervisors generally begin looking at applications in July & August for Fall employment, and these jobs fill quickly. Most of our student employees who worked in the previous semester will return to their same position the following semester, but there may still be several positions open for the supervisors to fill.
  - Keep in mind that Spring and Summer employment opportunities are limited.

- **What happens after I apply?**
  - HR will forward your application to the hiring supervisor of the position(s) you have indicated, or will forward your application to an opening that best suits your skills and experience.
  - After the hiring supervisor reviews the applications, they will contact the applicants they feel are qualified for an interview.
  - After a hiring decision has been made, the supervisor will inform HR of the individual they would like to hire.
  - HR will contact you to complete the required hiring paperwork. **You must meet with HR before starting work.**

- **What do I need if I’m selected for a position?**
  - You must provide 2 pieces of proper I-9 Form Identification (For a complete list of acceptable documents contact HR). The purpose is for:
    - Verifying your identity. **Examples:** Unexpired Driver License or NU ID card with photo.
    - Verifying that you are a US Citizen or authorized to work in the US. **Examples:** Original Social Security card, original or certified birth certificate or unexpired passport.
  - A voided personal check is required for Direct Deposit. If you do not have checks, please bring a printout from your bank with their transit/routing number and your account number.

- **How many hours can I work?**
  - While in classes, you can work up to 20 hours per week on campus, depending upon the department’s budget. During summer break you may work up to 40 hours per week, depending upon the department’s budget.

- **How much will I get paid?**
  - Pay for student workers is current minimum wage ($9.32 per hour). Social Security taxes are not taken out of your check as long as you are in classes. During summer break, if you are NOT in classes, Social Security taxes will be taken out.

- **What if I am an International Student?**
  - Complete and submit an NU employment application packet to Human Resources.
  - Human Resources will contact you if you have been chosen for a position.
  - You will need to meet with Li Lowry with International Student Services (x5764). You will need to bring your I-20, Passport and F-1 Visa with I-94 stamp. Li will prepare a packet for you to take to the Social Security Offices in Bellevue.
  - The Social Security Office will write a “Letter of Receipt” to acknowledge that you have applied.
  - Bring the “Letter of Receipt” to Li Lowry and make an appointment with HR to complete the remaining hiring paperwork. **You must meet with HR before starting work.**
  - Once your hiring paperwork is completed with HR, you may begin working.
  - You should receive your Social Security card in the mail approximately 2-4 weeks after you have visited the Social Security Office.
  - Bring your Social Security card to HR for a copy to be maintained in your personnel file. At this point you will be approved for payment for all hours worked and future hours.

- **Who do I contact if I have questions about work study?**
  - Contact the Work Study Coordinator, Amy Weller, at (425) 889-5243 or amy.weller@northwestu.edu
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What are the qualifications?

• Must meet Washington State financial aid residency requirements and have State Work Study eligibility
• Must not be pursuing vocational ministry, including a major or minor in the College of Ministry
• Students not meeting these requirements may be eligible for off-campus Federal Community Service Jobs

Where do I look for off-campus Work Study jobs?

• Search [http://eagle.northwestu.edu/jobsearch](http://eagle.northwestu.edu/jobsearch) under “State Work Study”

What should I do when I find an off-campus Work Study job?

• Prior to starting your job, you must request a Work Study Referral Agreement and Hiring Authorization Form from the Financial Aid Work Study Coordinator
• You can work up to 19 hours per week
• You must complete Work Study timesheets
• You and your employer should track your gross earnings to ensure you don’t exceed your eligibility