

HOW TO APPLY FOR A JOB

At the beginning of the semester, go directly to the department(s) you wish to work for and speak with the supervisor (*see listing*). Supervisors will have a list of students who are eligible for work-study and are clear to be hired. Students are clear to be hired if:

1. Awarded Federal Work-Study
2. The financial aid file is complete (*Complete is when all required information has been received, reviewed and processed*)
3. Registered for classes

Should you be offered and accept employment, your supervisor will ask you to complete additional employment forms. The forms are:

1. Student Employment Form
2. Class Schedule
3. W-4 (*Employee's Withholding Allowance Certificate*)
4. I-9 (*Employment Eligibility Verification*) You must have one of the following with you to complete the I-9 form:
 - a. A valid driver's license and original social security card
 - b. A valid driver's license and a birth certificate
 - c. A U.S. issued passport

We hope that this information will help to make securing a job easier for you. We strongly suggest that you look for your job during the first few days of the semester. Should you have difficulty obtaining a job or if your name is not on the list that supervisors have, please contact the Student Services Center.

The following list indicates departments on campus that employ student workers. Most departments employ only students who are eligible for the Federal Work-study Program. Departments with an (*) may have limited funding to employ students who are not eligible for Federal Work-study Program.

Department and Supervisor Listing

DEPARTMENT	LOCATION	SUPERVISOR
*Academic Computing Center	Stafford Academic Bldg.	Gayle Malinowski
Academic Support Center	Babcock Hall	Anita Larson
Admissions Office	Wright House	Linda Sheridan
America Reads	Moriarity House	Jan Rousse
**ARAMARK	Huden Dining Hall	Pete Merritt
Athletics	Gym	Deanna Tyson
Business Administration	Woodruff Hall	Deb Danforth
Business Office	Woodruff Hall	Suzanne Gernhardt
*Camps and Conferences	Wright House	Lori Phillips
Campus Center	Campus Center	Victoria Angis
*Career Development	Campus Center	Judith Carruthers
College Store	Campus Center	John Schwaner
Communications	Woodruff Hall	Jane Foley
Community Service	Moriarty House	Chrispin White
Criminal Justice	Leavenworth Hall	Victoria DeRosia
*Criminal Justice Journal	Science South	Brenda Russell
Development and Alumni	Woodruff Hall	Liz Garside
Education Department	Stafford Academic Bldg.	Susan Simons
*Faculty Assembly	Leavenworth Hall	Drennan Spitzer
Financial Aid Office	Woodruff Hall	Julie Rosmus
Fine Arts Center	Fine Arts Center	Mariko Hancock
*Fine Arts Tech Services	Fine Arts Center	Chad Voghel
*Fitness Center	Gym	Deanna Tyson
*Forensic Psychology	Science South	Colleen Grenier
*Information Technology	Stafford Academic Bldg	Gayle Malinowski
Leavenworth	Leavenworth Hall	Mary Giordano
Library	Library	Virginia Johnston
Mailcenter	Campus Center	Patty Duczeminski
Natural Science	Science North	Colleen Grenier
Nursing/Math	Stafford Academic Bldg.	Stephanie Blackwood
Physical Education	Gym	Julia Harrington
Physical Plant	Maintenance Bldg.	Judy Parker
President's Office	Woodruff Hall	Karen Craig
*Psychology Dept.	Science South	Colleen Grenier
*Public Safety	Lynch House	Faye Colm
*Recreation/Intramurals	Gym	Alex Todd
Registrar's Office	Woodruff Hall	Merle Bronson
Residence Life	Campus Center	Dennis Proulx
*S.H.A.P.E.	Gym	Tammy Landon
Soundings	Campus Center	Shannon Bohler-Small
Student Life	Campus Center	Irene Evanoika
Student Services	Woodruff Hall	Jean Bushee
*Tutoring	Babcock Hall	Anita Larson
Wellness Center	Wellness Center	Deb Choma