Campus Employment: Student Instructions

**Access to job openings:**
- Returning students - 8/20/18
- New students - 8/22/18

Click the Campus Employment link on MyWC

- Students have to be eligible to apply.
- Eligible students are not required to work.
- Campus employment is not guaranteed, students may apply for positions based on availability.
- Students will be paid for their hours worked, this amount may be less than the award total.
- Students may have all or part of their pay allocated to their student account.
- Students who have not worked on campus before will have to complete online new hire paperwork after they are hired. This includes an I-9, which requires copies of identification documents (examples: passport, social security card, birth certificate, driver’s license).

After going to campus employment on MyWC you will be asked to enter your student ID number. If you are eligible for work-study or college employment, you will be allowed to apply but if you are not eligible, you will receive an error message.

If you are eligible, you will have access to the list of available jobs. Select the job you wish to apply for and complete the required (*) items in the ‘apply here’ field to the right of the screen. Follow any instructions the hiring supervisor may have in the job description as well.

Questions?
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