

Career Center

Intra-Campus Employment Posting for Student Workers Lincoln University

Date: _____

Supervisor: _____ Contact Phone#: _____

Alternate Phone#: _____

Campus Department: _____

Work Location: _____ Start Date: _____

How many positions need to be filled? _____

Wages:

_____ Federal Work Study: Wages per hour: \$7.70

_____ Departmental Funds (Department discretion). Wages per hour: New hire: _____

Returning hire: _____

Work hours per Week: _____ (Student(s) can only work up to 20 hours per week)

Does this position(s) require working weekends? If so, what are the hours? _____

List a brief description of the work the students will be required to perform:

Transportation required? ___ Yes ___ No

Guidelines for filling Intra-Campus Student Employment vacancy:

Employers:

- Send this completed form to: careerservices@lincolnu.edu.
- This form will allow vacant jobs to be placed on Career Services website.
- Once vacancy is filled, please send hiring information email to: stovall-brownm@lincolnu.edu

Students:

- Go through the Office of Financial Aid for eligibility determination.
- Visit Career Services website to view posted vacancies.
- Complete required job application.
- Attend a workshop on resume development and workplace etiquette.
- Have resume approved by the Career Services department.
- Submit application packet to the department for screening and hiring.

For study workers related questions, please contact Kelli Todd at Ext: 6153 or ToddK@lincolnu.edu