Student Employment Orientation Session

Welcome!
Career Services

- Explore.
- Experience.
- Engage.
- Early and often!
- Get career-ready
- Get connected through Career Communities
Types of student employment

On Campus:
Limited number, usually pay minimum wage (though some roles are higher), various roles/tasks

Off Campus:
Transportation required, more diversity of roles, higher pay options (e.g. babysitting, tutoring, retail, etc.)

Internship:
Can be paid or unpaid and/or for credit, develops career interests
All students are eligible to seek work on campus.

Students with federal work-study aid have priority for on-campus jobs (all other qualifications being equal).

You are not GUARANTEED an on-campus job if you have federal work-study aid.

See the Student Employment Handbook for all policies and procedures: http://www.southwestern.edu/live/files/1519-student-employment-handbook
How much can I work on campus?

- Maximum of **884 hours** on campus per calendar year (January-December).
- Maximum of **17 hours per week** on average during the long session (fewer recommended for first-year students).
- If you work more hours during one semester, it may limit how many you can work in other parts of the year.
How do I find a job?

- **PirateLink** is SU’s free, online job board available through the Career Services website.

- On-campus and off-campus opportunities are posted on PirateLink.

- **Networking** with other students and directly reaching out to departments to let them know of your interest can help you secure a job even after applying on PirateLink.
Career Services is here to help you get ahead!

You're smart - that's how you got here - so you can do many things.

And you probably chose a liberal education because you have a wide array of interests - so you want to do many things.

That combination creates the "perfect storm" of career possibilities to sort through, and Career Services is here to help.

We teach career-management skills you'll need your whole life (e.g. resume writing, interviewing, job search strategies). We provide opportunities to explore a variety of occupations and gain experience. And we help you make connections to employers, grad schools and other
Office of CAREER SERVICES

SU PirateLink

Career Services provides online job search services to SU students and alumni free of charge through SU PirateLink, part of the NACELink Network, affiliated with the National Association of Colleges and Employers.

- **Student/Alumni Login** to SU PirateLink (for job seekers). First-time users call Career Services at 512-863-1346 for your temporary password.
- **Employer Login** to SU PirateLink (for recruiters seeking to hire)
- **Read** the SU PirateLink Privacy Policy.

PirateLink is part of the NACELink Network, a national, web-based system for recruiting college students and graduates for full-time and part-time employment as well as internships. You can search for jobs and internships, store resumes and other supporting documents in the PirateLink database and submit resumes directly to employers.

Resumes, cover letters, and other documents must be created before they can be uploaded to PirateLink. Students can have up to 10 other documents sitting in the system at any time. You can store writing samples, portfolios, transcripts, or any other document you need to send to an employer when applying for a job.

Established in 1956, the National Association of Colleges and Employers (NACE) is a nonprofit association that links college career services professionals and employers of new college graduates. Its membership includes more than 1,900 colleges and universities and more than 1,000 employer organizations nationwide. NACE is the leading source of information about the employment of new college graduates.
On your first visit, register via “Sign Up”
You will be emailed a temporary password. Once you log on with this new password you will be able to create your own unique password for subsequent logins.
You must fill out the profile as part of the registration process.
Now that you have completed your profile, you are registered and you can search for jobs!
Password has been updated

Find a Position
Positions I Qualify For

More
Activity Summary
Career Explorer
View Document Library

Getting Started
Account Created

Jobs For You
Not sure where to start? Try these recommended jobs.

ST
Athletic Training Work Study position
Southwestern University - Athletic Training

GC
Georgetown Film Conference
Student Intern
Georgetown Film Conference
Georgetown, Texas
PirateLink search features

You can customize your search by criteria including:

- **Position type** (e.g. Part-Time, On-Campus, etc.)
- **Keywords** (e.g. “event planning”)
- **Job Function and Industry**
- **Job Located Within** (e.g. distance from SU)
position postings

Find jobs by job title, company, location and more
SEARCH
Advanced Search

Showing 1-20 of 180 results  (Results as of: Tuesday, August 22, 2017 | 12:15 pm )

Sort By: Date Posted

AmeriCorps Full-Time Tutor Corps (Immediate Start)
Full Time
Great Oaks Foundation - , Connecticut
, Delaware
nationwide, United States
Atlanta, Georgia

Aug 22

Save Search

Save your search
How do I apply? Every job is different. This job is asking you to complete their application and email it to them.
Some jobs ask for your resume. Without a resume, you cannot apply for this position.
Once you have a resume uploaded AND it is approved, click on the Apply button to send your resume to the employer.
Q: Can I use my high school resume?
A: You have the best chance with a professional resume. Let us help you!

Resume Guide and Template available from:
- Career Services website > Write your resume
- PirateLink website > Resources > Document Library
Bob Business

SU Box 1234
Georgetown, TX 78626-6144
business@swu.edu 581-555-1234

OBJECTIVE
To secure a consulting position with Navigant Consulting

EDUCATION
Bachelor of Arts in Business and Communication Studies
Southwestern University
GPA: 3.35

RELEVANT COURSEWORK
Leadership Perspectives
Conflict Resolution

COMPUTER SKILLS
Microsoft Office (Word, Excel, PowerPoint, Internet Explorer), Adobe Photoshop, Macromedia Dreamweaver

RELEVANT EXPERIENCE
Operations Manager: Strategic Marketing Management Simulation
Senior Business Captain, Southwestern University
- Worked in a team to compete with classmates in a simulated marketing management project
- Managed factory simulations and produced high-quality products at lowest cost
- Maximized efficiency and productivity
- Assisted and led decision-making process for students in competition
- Won third place in worldwide competition

Financial Analyst: Financial Analysis of Local Brew Pub
Finance Class, Southwestern University
- Investigated and researched possible success of a local brew club
- Forecasted demand and related it to probable costs
- Determined a Georgetown sports bar would be successful
- Earned highest grade in class

Decision-Making Research: How Companies Manage Decision-Making Processes
Foundations of Business II Class, Southwestern University
- Analyzed decision support systems versus asset liability management systems
- Compared and contrasted DSS and asset liability management
- Wrote and presented a 20-page paper on the subject

OTHER EXPERIENCE
Head Resident Advisor
Resident Advisor
- August 20__ to present
Southwestern University
- Earned promotion from Resident Advisor to Head Resident Advisor, paraprofessional peer supervisor role
- Helped select and train resident assistants, interviewing candidates
- Supervised eight resident assistants
- Managed first-ever, highly successful co-educational first-year residence hall at university
- Communicated effectively with staff and students, including facilitating meetings, mediating conflicts and advising students on personal and academic problems
- Performed administrative duties, including check-in/out procedures, rosters, weekly reports and duty logs

HONORS/ACTIVITIES
Men’s Intercollegiate Soccer Team, Southwestern University
Captain
- 20__ to present
- SCAC Athletic Committee Representative
- Student Congress Representative
This template is easy to use. Just highlight and start typing. Save it as an MS Word Document.
Now that your resume is created, you need to upload in it into PirateLink.

Remember to save it as an MS Word doc so it can be edited.
First

Label your resume

Second

Third
Your resume is being held for approval. Career Services will review and edit your resume then approve it.

You will receive an email informing you that your resume has been approved. Now you can apply for jobs.
Once you find a job you will be required to provide the following documents:

- I-9 (Employment Eligibility Verification)
- W-4 (Employee Withholding Allowance Certificate, IRS)
- Direct Deposit Form (for on-campus jobs)
- Proper identification.

*Forms available at:*
http://www.southwestern.edu/offices/business/payroll.php
Obtaining a Social Security Card

Information can be found at www.ssa.gov

Georgetown Social Security Administration
104 Parkview Drive
Georgetown, TX 78626
(512) 869-0886

Information Required Prior to Starting Work

S.U. student workers must fill out the I9, W4, and direct deposit forms located at the Business Office/Student Payroll

- You will need to show a picture ID and Social Security Card or Birth Certificate or Passport.
- You will need to use your permanent home address and be sure to sign and date the forms.
- Your name and social security number on your card must match with what is on our computer system.
- You must provide your routing number and account number for your bank on the Direct Deposit form.
- You must provide your supervisors with information required on the Hourly Student Hire List.

Non-Resident Alien Student Worker Information

Please Contact:
International Programs
Tisha Temple
(512) 863-1857
templet@southwestern.edu
I-9 Employment Eligibility Verification
Direct Deposit Form

All students working on capus will only be paid by direct deposit – no paper checks!

Southwestern University
Direct Deposit Form

Printed Name: John D. Smith
SU ID#: 9999999

I hereby authorize Southwestern University to initiate credit entries and debit entries or adjustments only if necessary to the extent any prior credit entries may have been incorrect to the following financial institutions and accounts listed below.

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<th>Choose Reason: S = Set-up/Add account C = Change account E = End/Cancel account</th>
<th>Bank Name</th>
<th>9 Digit Bank Routing Number</th>
<th>Bank Account Number</th>
<th>Choose Acct Type: C = Checking S = Savings</th>
<th>Select One Option for each account/line below:</th>
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<td>First Texas Bank</td>
<td>123456789</td>
<td>123456</td>
<td>C or S</td>
<td>☐ Total Amount $ □ Remain, Amount</td>
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Choose “S” if you have never received a paycheck via direct deposit from SU.

This authority is to remain in full force and effect until Southwestern University has received written notification from me of its termination or change in such time and in such manner as to afford the University a reasonable opportunity to act on it. I further understand that if changes occur in my account, such as switching the type of account, changing account numbers, closing accounts, changing banks, it is my responsibility to notify the Payroll Office immediately. (Due to the electronic payment file deadlines, changes received less than 5 days prior to the payroll date may not be made.)

Signature: ____________________________ Date: ____________________________

Don’t forget to sign!

Please return this form to Student Payroll in the Business Office. Due to timing differences, it may take one or more payroll cycles for the new or changed direct deposit account information to go in to effect. DO NOT CLOSE YOUR ACCOUNT WITHOUT GIVING NOTICE OF THE CHANGE TO THE PAYROLL OFFICE.

TO BE COMPLETED BY PAYROLL – Effective Date of Direct Deposit ____________________________ Processor Initials ____________________________
Signing up for Direct Deposit

- If you have a current bank account, sign up using that account.
- Don’t have a bank account? No problem! You can sign up for a free Pirate Account from First Texas Bank!
“Pirate Account”

- **Direct Deposit Account** at First Texas Bank in Georgetown is a great resource for SU students:
  - The minimum $100 opening deposit is waived
  - No monthly fees
  - Free SU debit card
  - No fees to use the ATM at McCombs
  - Free on-line banking
  - Free e-statements

- **Sign up:**

  They are located near campus:
  
  900 S. Austin Avenue
  Georgetown, TX.
For on-campus jobs, timesheets are due every two weeks. Everything is ONLINE!

You will receive reminders on Campus Notices.

Complete directions are at:
www.southwestern.edu/businessoffice/studentpayroll.php
Log onto mysouthwestern.edu. Click on “Web Advisor.” Click on “Employees.”
Click on “Time entry” to get your online timesheet.
Enter your time daily on your timesheet.

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Questions? Contact us...

**Student Payroll:** Business Office/Cullen Bldg.
- *New Hire Paperwork:* Sally Volling, 512.863.1930, vollings@southwestern.edu
- *Payroll Issues:* Pam Leatherwood, 512-863-1932, leatherp@southwestern.edu
  http://www.southwestern.edu/businessoffice/studentpayroll.php

**Financial Aid:** Toyka Osborne
Cullen Admission Center, 512.863.1259
osbornet@southwestern.edu

**Career Services:** Alexandra Anderson, Lisa Jurek
Prothro Center, Ste. 140, 512.863.1346
career.services@southwestern.edu