Student Employment Guide

General Guidelines:
The student employment program is designed to help students meet educations expenses through meaningful employment. Jobs vary throughout the university and range from academic departments, athletic game operations, administrative support, library support, lab assistants, to campus tours. Jobs can be found online at westliberty.edu/jobs and are updated weekly, so check back often for new opportunities.
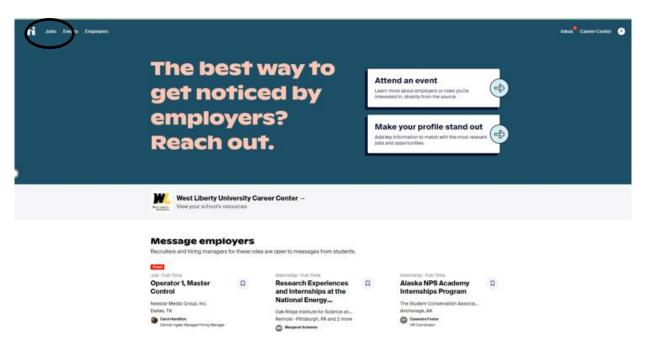
Student Eligibility:
Eligibility for Federal work study is based on a student's financial need. This is determined by a student's cost of attendance and other financial aid resources. The Financial Aid Office will determine and approve eligibility. If a student is not awarded Federal work study, they may still be eligible to apply and work on campus.
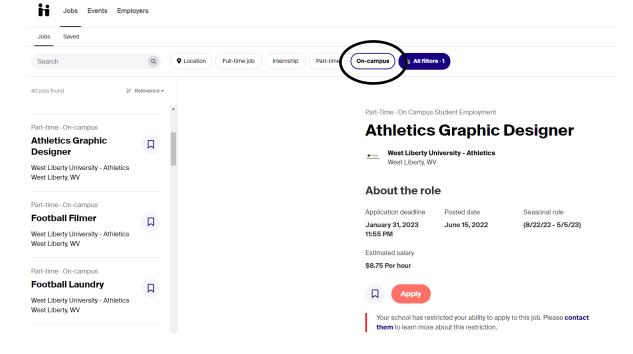
Important Student Information:
- Students can apply for more than one job.
- Accepting Federal work study on your financial aid estimate letter does not guarantee a job. Students MUST apply for a job online (instructions below) and complete all necessary paperwork to be cleared to start working.
- Students need to show up to work on time.
- It is very important to report off to your supervisor if a scheduled shift must be missed.
- Students need to limit their distractions – visitors and cell phone usage should be minimal.
- Students must maintain a professional attitude in the workplace at all times.
- Students must follow the supervisor's guidelines for professional dress in the workplace.
- Students must keep all records and files confidential and will be required to sign a confidentiality statement.

Applying for a Job and Completing Student Employment Paperwork:

1. Students can see job postings on the WLU's website at: westliberty.edu/jobs.

2. Once logged into your Handshake account, click on "Jobs" in the upper left hand corner.

3. Click on "On-Campus" in the job filer.

4. You can now view all of the on-campus job opportunities available in Handshake by scrolling through the postings on the left hand scroll bar.

5. Once you find a jobs the interests you, click on the job and then select the red "Apply"

button in the middle of the screen! You can apply for more than one job.

6. The supervisor of the position will be notified once your application is complete.

7. Once the student is selected as hired for the job by the hiring manager, first time student workers (never worked before) will need to be added to payroll. They will get an email from the Student Employment Coordinator with instructions on how to be added to payroll and will be assigned all required forms. This will be your employment "Onboarding Process". Students that have worked a student employment job in the past will not be required to complete the "Onboarding Process" again.

8. Student Employment paperwork can be found on the Financial Aid Office's student employment webpage by clicking here.

9. Once all paperwork is approved and students are cleared to work they will get an email from the Student Employment Coordinator. **NO STUDENT IS PERMITTED TO START WORK UNTIL THE EMAIL NOTIFICATION FROM THE STUDENT EMPLOYMENT COORDINATOR IS RECEIVED.**

Contact Information
Susan Garrison
Student Employment Coordinator
Financial Aid Office
Shaw Hall 121
304.336.8020
studentemployment@westliberty.edu