



## Student Employment Guide

### General Guidelines:

The student employment program is designed to help students meet educational 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](http://westliberty.edu/jobs) and are updated weekly, so check back often for new opportunities.

### Student Eligibility:

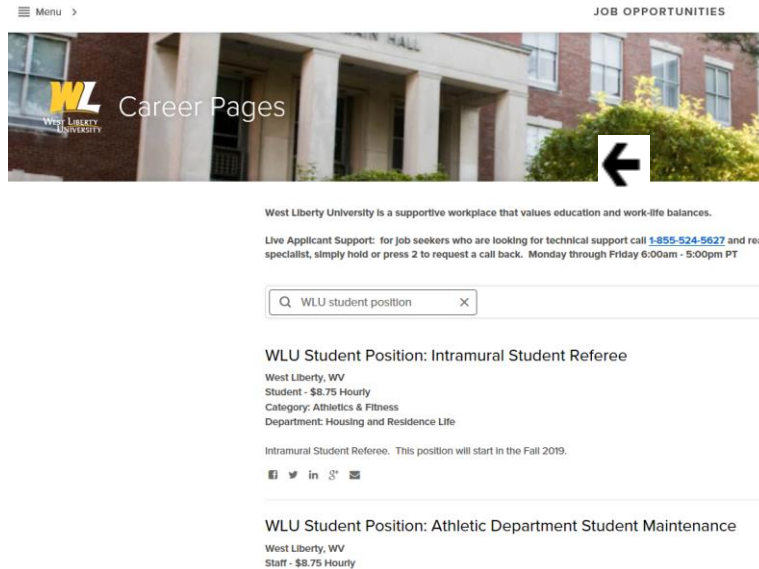
Eligibility for work study is based on a student's financial need. This is determined by a student's cost of attendance and other financial aid resources. The Financial Aid Office will determine and approve eligibility. If a student is not awarded Federal work study, they may still be eligible to apply and work on campus.

### Important Student Information:

- Students can apply for more than one job.
- Accepting work study on your Financial Aid Award statement 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 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 minimum.
- 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:

- Students can see job postings on the WLU’s website at: [westliberty.edu/jobs](http://westliberty.edu/jobs).
- In the search box, type “WLU Student Position” to see job availabilities.



- Click on the link for the specific job that interests you.
- Click on the **APPLY** button in the top right corner.
- New users will need to “Create an account”. Students will use this same username and password for all jobs while enrolled at WLU, so keep this information in a safe place.

Sign in to apply [Create an account](#)

All fields are required

Username or Email

Password

**Sign In**

[Forgot Username?](#) | [Reset Passw](#)

or sign in with

**f** Facebook

LinkedIn Sign In has been disabled.

To access your account, choose the Reset Password link above and enter your LinkedIn login email address on the Password Reset page.

- Once the student is logged in with their account information, they can complete the application and submit.
- The supervisor of the position will be notified once the application is submitted and will contact you to set up an interview.
- Once the student is selected 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 forms through NEOGOV. 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.
- 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

<p><b>Susan Garrison</b>  Student Employment Coordinator  Financial Aid Office  Shaw Hall 121  Phone: 304.336.8020  Email: sgarrison@westliberty.edu</p>	<p><b>Molly Daniels</b>  Assistant Director  Financial Aid Office  Shaw Hall 110  Phone: 304.336.8129  Email: molly.daniels@westliberty.edu</p>
--	---