**Procedure to Obtain an On-Campus Student Worker/Work Study Position**

**RETURNING Student Workers**
follow steps below

**NEW Student Workers**
follow steps below

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**Locate on campus jobs:** Go to the CSC website at [http://www.ashland.edu/career](http://www.ashland.edu/career) and click on the AU Career Connect icon located near the center of the page. If you have previously used AU Career Connect, log in using your existing username and password. If you are a new user, click on “Students and Alumni - click here to register” and create a profile, using your 7 digit AU ID number as your username, and creating a password that will be easy to remember. On the AU Career Connect homepage, click on the Job Search tab on the top of the screen, and type “Ashland University” in the Organization Name field and click Search. The results will include all currently posted on-campus jobs. When you wish to apply for a job, follow the application instructions listed in the job posting.

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**Get Work Authorization Paperwork**

**Federal Work Study Students:** Through campus mail located in HCSC or home mail for commuters OR from the Financial Aid Office, Founders 310


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**Bring completed Work Authorization Form**
to Human Resources Office, 106 Founders

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**GET A PAYCHECK!**
Direct deposit or pick up in Business Office, 202 Founders

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**Complete necessary paperwork** (required tax forms, I-9, W4, etc.). Forms are listed at [http://www.ashland.edu/students/financial-aid/student-employment/forms](http://www.ashland.edu/students/financial-aid/student-employment/forms)

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**Bring completed paperwork** (including completed Work Authorization Form) + 2 acceptable forms of ID to Human Resources Office, 106 Founders

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**GET A PAYCHECK!**
Direct deposit or pick up in Business Office, 202 Founders

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May 2013