



## ON-CAMPUS STUDENT EMPLOYMENT STUDENT INFORMATION SHEET



### WHAT TO DO FIRST

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1. If you have not already, **ACTIVATE YOUR HANDSHAKE ACCOUNT**. Go to [ecok.joinhandshake.com](https://ecok.joinhandshake.com) and log in using your ECU student email account, i.e. [johtsmi@email.ecok.edu](mailto:johtsmi@email.ecok.edu) and set your password. You can also download the free app on Android or iPhone.
  - a. Edit your Primary Education: MAJOR, GPA, EXPECTED GRADUATION DATE
  - b. Complete your Profile: ADD WORK EXPERIENCE, ADD SKILLS, ADD INTERESTS
  - c. **UPLOAD RESUME** and **ON-CAMPUS STUDENT EMPLOYMENT APPLICATION** in the DOCUMENTS section. Application can be found under the 'Career Center' tab then 'Resources'. **\*\*Application must be COMPLETE and updated each semester as needed.**
  - d. Set Profile to PUBLIC for employers to see and search for you.  
**\* If you receive an email that says you need approval the career center will review your request and approve as needed**

### TO SEARCH HANDSHAKE FOR ON CAMPUS STUDENT EMPLOYMENT

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New On-Campus Student positions will begin to be posted prior to each semester. Federal Work Study is determined by your FAFSA. If you are not sure if you are eligible for Work Study you can check your Colleague Self-Service portal under the Financial Aid tab or check with the Financial Aid office (Admin 101).

Open positions on campus may be searched two different ways:

1. Click **Jobs** – Click **On-Campus** filter – Scroll through open positions OR
2. Click **Employers** – Search **East Central University On-Campus Employment** – Look for 'Jobs at East Central University On-Campus Employment' box on right side of page – Click **See all** – Or Click on Job Title to go to a specific opening.

**\*\*Jobs you are interested in and want to 'keep an eye on' can be bookmarked so they appear first on your home page.**

**To Apply:** Click the **Apply** button. You will be required to upload a completed student employment application. Some offices may also require a resume and/or other documents. Handshake will send your information to the office/supervisor that is hiring, who will then contact you regarding an interview. You will also receive a confirmation email that your application was received from Handshake and if another student was hired for the position, so check your email often.

### NEW STUDENT EMPLOYEE CHECK LIST: NOW THAT YOU'RE HIRED

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1. Hiring supervisor will complete a work permit in retrieve.
2. Employment Services (Admin Bldg. Room 160) will email you to meet and complete employment paperwork.
3. Bring **2** forms of **Identification** (\*i.e. Driver's License and Social Security Card) or Passport to complete Form I-9.  
\*Please see the list of acceptable forms of ID on the back of the I-9 form.
4. ECU pays with Direct Deposit. Please bring a voided check or letter from your bank.

### INTERNATIONAL STUDENTS:

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Copies of the following identification will be **required**:

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| I-94     | I-20 (a copy can be obtained in the International Student Office) |
| Passport | Social Security Card – must have before working.                  |

*East Central University does not discriminate on the basis of race, color, age, religion, sex, national origin or physical handicap in its educational programs, activities or employment practices, in accordance with federal, state, and local laws.*