

Student Employment Office (SEO)

Website User's Guide for **Students**

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1. Home Page

studentemployment.umich.edu

The Student Employment Office website serves as a convenient way for students to find employment opportunities, while helping University and non-University employers find qualified employees. The site is available 24 hours a day, seven days a week, for students to search for jobs.

There are three sections to the website:

- **UM Students:** Search through job postings, view pay dates, find other employment resources (no login necessary).
- **University and Work-Study Employers:** Post jobs, manage jobs, view applicants, and print hiring forms (login necessary).
- **Non-University Employers:** For non-University non-Work-Study employers wishing to post positions on the site (no login necessary).

To get to the U-M Students page, click on one of these links

UM GATEWAY WOLVERINE ACCESS OFFICE OF FINANCIAL AID INTERNATIONAL CENTER

M
UNIVERSITY OF MICHIGAN

Student Employment Office

“Working toward your future!”

Search Employment Site Go

UM Student Employment Office Home

>> **UM Students**

>> University and Work-Study Employers

>> Non-University Employers

>> Contact Us

UM Student Employment Office Home

UM Students
Students go here to search and apply for Work-Study and regular (non-Work-Study) jobs. *Spring/Summer jobs now available!*

University and Work-Study Employers
University Departments/Offices and Work-Study employers (on- and off-campus) login here to submit and manage job postings for UM students. Also find the information and hiring forms you need to employ students.

Non-University Employers
Non-University employers go here to post regular (non-Work-Study) jobs for UM students to view.

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Tel: (734) 763-4128 • Fax: (734) 615-2641 • E-mail: student.employment@umich.edu
Because of the nature of federal, state, and institutional guidelines affecting Work-Study programs, the information contained in this website is subject to change.

2. U-M Students Page

studentemployment.umich.edu/JobXHome.aspx

Bookmark this page for easy future reference!

The screenshot shows the website interface with several annotations:

- Left sidebar:** A vertical menu with links: UM Student, Employment Office Home, UM Students, Important Dates (Students), Getting Paid and W-S Calculator/Tracking Sheet, Other Resources, Frequently Asked Questions (Students), and Contact Us. A yellow circle highlights "Getting Paid and W-S Calculator/Tracking Sheet" and "Other Resources".
- Header:** A search bar and a "Go" button.
- Content Area:**
 - Welcome:** A section titled "Work-Study jobs" with a sub-header "a". It explains that jobs are available to UM undergraduate and graduate students who have applied for financial aid and been awarded a Federal Work-Study award. It includes a list of requirements: "You must be enrolled at least half-time to be awarded Work-Study." and "Earnings from Work-Study jobs may only be used to pay for educational expenses."
 - All non-Work-Study jobs:** A section stating that jobs listed on this site are available to ALL UM students.
 - Note to All Students:** A section with a red circle around the text: "Use this web site indicates that you understand and will abide by this disclaimer and other provisions of student employment."
 - Beware of employment scams:** A section with a list of tips: "Use common sense when applying for off-campus employment. If a potential employer asks you to participate in an activity that makes you feel uncomfortable, don't do it." "Be wary of check-cashing scams. If someone asks you to deposit a check or money order into your personal account and send money to another individual, you should refuse." "Don't deposit a check or money order into your personal bank account and forward a percentage to the new employer, keeping a 'commission.'" "Avoid job listings that use language such as 'money transfers' or 'wiring funds.' If a legitimate employer requires you to transfer money for your job, the money will come from the employer's business account, not your personal account." "Do not offer personal financial information. A potential, legitimate employer will not request your bank account, credit card or Paypal account number or other information." "Do not fax copies of your identification or Social Security number to an unknown person. Offer these documents to your employer only when you are physically at the place of employment."
 - Featured on the site:** A section with three items:
 - Find a job:** A section with a magnifying glass icon. It says: "Conduct a search of available jobs, then apply online or contact employers for interviews. Also, check out a listing of all jobs in the Job Planner. NOTE: Applying for jobs online does NOT guarantee you will be granted an interview or be hired."
 - Online Hiring Application:** A section with a computer icon. It says: "Mandatory! To be employed at the University or to work for a University-approved off-campus employer, U-M Ann Arbor students must complete an online Student Employment Application on the Wolverine Access Student Business page. To learn more, see the Human Resources website."
 - Download the Jobs Brochure (PDF):** A section with a PDF icon. It says: "Also, download the Web Site User's Guide (pdf)."
 - Recently posted jobs:** A section with a list of jobs: "Servers, Busser, Host, and Kitchen Help. The Blue Nile restaurant is hiring the following staffs now: 1. Servers MUST HAVE: Some Servin..." and "FINACIAL ANALYST/ IT ANALYST AND PERSONAL ASSISTANT. EMU, U-M, CONCORDIA, TEMP AGENCY-PAYMENT?, JOB TITLE: FINACIAL ANALYST/ IT ANALYST AND PERSONAL AS..."

Tools to help you keep track of your pay dates & earnings

Other websites that have job postings, resume writing, career exploration, & student job information

Read this disclaimer before using the site!

You can select criteria for a job search here

Click on Job Planner to see a historical listing of all jobs in the website database (note: only the jobs with hyperlinks are currently available).

a It is important to know whether you have a Work-Study award before conducting your job search.

What is Work-Study?

Work-Study is a financial aid program for students with financial need. Students earn Work-Study funds by performing part-time work for employers who qualify for the program under federal or state guidelines. These employers pay only a percentage of the student's wages, while the federal or state government pays the remaining amount. To receive Work-Study, students must:

- apply for financial aid, and
- demonstrate financial need.

Students who qualify for the Work-Study program will receive an email from the Office of Financial Aid alerting them that they have an Award Notice. The award will note "Federal Work-Study" if a student qualifies. If Work-Study is not noted, students may only apply for the non-Work-Study jobs listed on this site. For more information about applying for financial aid, see the Office of Financial Aid website at www.finaid.umich.edu. For more information about Work-Study, see page 6.

3. Find a Job

a CHOOSE FUNDING SOURCES

After selecting your funding source (**Work-Study** and/or **Non-Work-Study**), and clicking on “Set Choices,” you are presented with the **Find a Job** page.

Find A Job
Choose Funding Sources

Select the funding source(s) that are available to you. This will determine the jobs that display in your search results. You can modify funding source selections later from the Quick and Advanced Search pages.

Non-Work-Study
 Work-Study

b FIND A JOB

You have two ways to search for jobs:

1 QUICK SEARCH: Allows you to search for **Recently Posted Jobs, All Available Jobs, Community Service Jobs, Housing Jobs, or Library Jobs.**

Find A Job

1 Quick Search | Advanced Search

Non-Community Service Employers | **Recently Posted Jobs**

Housing Jobs | **Library Jobs**

All Available Jobs | **Community Service Jobs**
(for Work-Study Students Only)

Currently searching funding sources:
Work-Study
[Update Funding Source Choices](#)

Data Bank of available jobs	# of Jobs	# of Openings	# of Employers
:: All Jobs	480	4489	136
:: Total	480	4489	136

Note: The funding source on which your search is based, is shown here.

Change this by selecting “Update Funding Source Choices.”

2 ADVANCED SEARCH: Click on this tab to select specific criteria you wish to use for your job search.

Click on the **+** and **-** buttons to expand and collapse your search criteria.

Find A Job

Quick Search | **Advanced Search** **2**

All Jobs

Narrow your search with the following options. Selecting none for any search criteria implies all.

Keyword(s):

Click **+** and **-** to expand and collapse search criteria.

Categories

Select Job Category (Up to 3):

Select Category 1...
Select Category 2...
Select Category 3...

Employers

Time Frames

Select Time Frame(s):

Fall Only
 Fall/Winter
 Winter Only
 Spring Only
 Spring/Summer
 Summer Only
 Fall/Winter/Spring/Summer

Wage

Hours per Week

C JOB PLANNER

Another way to browse for jobs is by using the Job Planner page, using the “job planner” menu on the left side of the web page. This page lists all University and Work-Study jobs that have historically been available. You may use the list to get a feel for which employers offer jobs that may be of interest to you and trends for the types of jobs typically offered.

Job Planner C

This page lists all University and Work-Study jobs that have historically been available. You may use this list to get a feel for which employers offer jobs that may be of interest to you. **Not all of these jobs are actually available.** Only jobs that are underlined (have links) are currently available. To conduct a search for available jobs, please visit the [Find A Job](#) page instead.

Job Planner
A Non-University Employer
Customer Representative
Assistant
Assistant Teacher (M.Guenther)
Customer Service Rep (L.Inglis)
Experienced Boat Detailer Needed
Front of house/server/counter
Home Health Aide/Certified Nurses Aide/Patient Care Tech (HHA/CNA/PCT)
Lifeguard 2
Photoshop Artist/Photographer
Sales Advisor
Stylist
#06-047, Casual Library Security Assistant
#06-355, Maintenance Worker

Not all of these jobs are available.

Only jobs that are underlined (have links) are currently available. (To conduct a search for available jobs, please use the **Find a Job** page instead.)

Automotive Internet Sales Professional
Available property management summer jobs (J.Crichton)
Back of the house crew member
<u>Bakery Crew</u>
Balcony Inspector
Ballroom Dance Instruction
Bank Teller
Bank Teller
Bank Teller
Banquet Captain
Banquet Server
Banquet Server (E.Brammer)
Banquet Server (J.Nowak)
Banquet Server: Masterson Personnel (T.Johnson)
Banquet Servers
Banquet Servers (On-Call)
Bar and Wait Staff
Bar and Waitstaff
Barista
Barista

Select an underlined link to view a specific job listing.

Job Details

UMCU Wealth Management Intern

You cannot apply for this job through the website. Please contact the prospective employer directly using the information provided in this job listing.

Job ID	27430
Job Funding Source	Non-Work-Study
Employer	UMCU Wealth Management
Category	Professional/Administrative
Job Description	The Wealth Management Intern provides office services for the licensed Financial Advisor in the Wealth Management Department at the University of Michigan Credit Union.
Educational Value	
Job Requirements	- Demonstrated progress towards completion of bachelors degree - Prior clerical/administrative experience is preferred - High attention to detail and exceptional organizational skills with the ability to prioritize tasks and meet deadlines - High degree of self-confidence, accountability, confidentiality, and independence - Ability to navigate the internet and learn industry software - Strong computer skills with proficiency in Microsoft Word, Excel, PowerPoint, and Outlook - Ability to learn new skills quickly - Ability to work with highly confidential information - Excellent written and oral communication skills and listening skills - High degree of professionalism - Desire to work in a fast-pace, high- energy office - Desire/ability to work successfully in a very small company environment
Hours	18.0 to 29.0 hours per week
Compensation	\$11.00/hour to \$14.00/hour
When Job is Available	Fall/Winter/Spring/Summer
Start Date	Sunday, December 15, 2013
End Date	
Contact Person	
Contact E-mail	
Supervisor	
Work Location	Ann Arbor, MI
Phone Number	
Fax Number	

4. Apply for a Job

a Once you have conducted a successful search, a list of jobs will appear. Click those that interest you to see job details.

b On the Job Details page, many job listings give you the option to apply online; just click on the apply link at the top of the listing. **1** *Note: Some postings only have contact information listed (contact person, address, phone number, e-mail address, etc.) so you will need to contact the employer directly. Others have both online application and contact information.*

c If you apply online, a **Student Data Application** will appear. This information will be sent to the employer. *Fields for First Name, Last Name, and E-mail Address are mandatory.*

In the last box **2**, briefly describe your skills and work experience for the employer. Be careful to spell words correctly and give as much information as possible in a concise manner. **This part of the form may be the reason you are chosen for an interview or not.** If you have a personal website where your resume or work samples are posted, consider including it also.

New! Students may also upload a cover letter and resume!

d Once you have submitted your Student Data Application, you should hear from the employer about whether you will have an interview or not. Apply for any jobs that interest you!

Send reply to: <sfgeorge@umich.edu>
From: <sfgeorge@umich.edu>
To: <gbrandt@umich.edu>
Subject: Student Employment Job: Clerk D
Date sent: Wed, 6 Jun 2012 10:00:59 -0400

I am interested in meeting with you to discuss your interest in the Clerk D job opening in my department.

Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send reply to: <sfgeorge@umich.edu>
From: <sfgeorge@umich.edu>
To: <gbrandt@umich.edu>
Subject: Student Employment Job: Clerk D - Not Available
Date sent: Wed, 6 Jun 2012 10:01:56 -0400

You recently submitted an online Student Data Application to apply for the Clerk D job opening.

I regret to inform you that we will be hiring another applicant for this position. Thank you very much for your interest in the position.

To work on the U-M Ann Arbor campus: You must be registered as a student and complete the U-M Student Temporary Employment Application located on the Student Business menu in Wolverine Access (<https://wolverineaccess.umich.edu>).

Applying for jobs online, as well as completing the U-M Student Temporary Employment Application does not guarantee job placement. This is a "Pre-Employment" application that must be completed before the student can be hired into a position.

Find A Job **a**

Non-Community Service Employers Results 1 - 50 of 234

Job Title	Employer	Category
All Jobs		
Job Title	Employer	Category
Administrative Assistant	0 Provost and Executive Vice President for Academic Affairs, Office of the	Professional/Administrative
Tutor	0 America Reads	Professional/Administrative
Program Assistant	1 America Reads	Professional/Administrative
Museum Assistant	0 Ann Arbor Hands-On Museum	Technical
Graphic Artist	1 Ann Arbor Street Art Fair	Professional/Administrative
Cashier/Sales Clerk	0 Architecture and Urban Planning, Taubman College of	Office
Building Crew	0 Athletics, Department of	Technical

Job Details **c**

[\[Return to search results\]](#)

Administrative Assistant
[Click here to apply for this job](#)

Job ID: 27370
Job Funding Source: Work-Study
Employer: Provost and Executive Vice President for Academic Affairs, Office of the
Category: Professional/Administrative
Job Description: Provide administrative support for SACUA chair and staff. Provide administrative support for Senate Assembly Committees and Chairs. Opportunity to work with university executive officers, faculty, faculty chairs on matters of university policy.
Educational Value: Gain experience working with faculty and University officials. Opportunity to learn about issues in higher education and how policy is set.
Job Requirements: Some office experience preferred. Must be comfortable taking committee meeting minutes, and working with high level university officials and faculty. Must be able to commit to at least on day a week in office. Interest in higher education administration.
Hourly Rate: \$12.00/hour to \$14.00/hour. Depends on experience
Hours: 10.0 hours per week
Time Frame: Fall/Winter
Start Date:
End Date: **1**
Primary Contact:
Primary Contact's Email:
Supervisor:
Work Location:
Phone:
Fax: N/A

Apply To Job **c**
For: Administrative Assistant

Please complete the Student Data Application below, then click the "Submit" button to send your information to the employer to apply for this job. A red asterisk will appear next to fields that are required but have not been completed.

1. First Name
2. Middle Name
3. Last Name
4. E-mail Address
5. UMID
6. Briefly describe your skills and work experience pertaining to this job **2**

Add A Resume to your Application.
Click browse below to select the file on your computer. (Word, PDF, or text file)
Please note: If you would like to send a cover letter or references with your resume, please ensure all pages are uploaded together as one document.

Choose File No file chosen - Optional
Submit Application

5. Hiring Forms

Before starting your job search, go to the Wolverine Access > Student Business page and complete the U-M Student Temporary Employment Application.

Once you have been offered a job, you must complete the materials for hiring to be officially hired for the job. Please be prepared to complete all required employment forms.

Federal Form I-9 Employment Eligibility Verification Form

This form is simple to complete. You must present an original document or documents that establish your identity and employment eligibility. Please review the back side of the I-9 form for all acceptable documents (www.hr.umich.edu/hrris/forms/I-9.pdf).

Direct Deposit Authorization

Direct Deposit is the University's recommended method of delivering your paycheck. Your paycheck is deposited directly into your bank account, and you can access your pay stubs from any computer using Wolverine Access > Student Business.

W-4 Tax (Federal and Michigan Tax Withholding)

Upon hire, the University assumes a Federal and Michigan tax filing status of "single with no exemptions." If your filing or exemption status is different from this, please update the information in Wolverine Access > Student Business. Look for the Federal and Michigan W-4 links.

In most instances, you may update your Federal W-4 information using Wolverine Access. First, follow the steps to view your W-4 information. Make changes to your Federal W-4 information and submit.

If you are not a U.S. citizen or Permanent Resident, you cannot update your Federal W-4 information using the web; you must complete a hardcopy form. Both forms are available for printing from the W-4 page on Wolverine Access.

Work-Study Job Certification Form (only complete if your employer is a non-University agency).

a WORK-STUDY

- If you are hired for a Work-Study job, remember that you cannot begin work until the correct hiring materials are submitted to the Human Resources Records and Information Services (HHRIS) office by your new employer.
- Work-Study students can only work during the terms for which they have been awarded Work-Study. *For example, if you receive a Work-Study award for the Fall term, but not the Winter term, you cannot work in your Work-Study job during Winter term.* **2** For more information on dates you can work, see the Important Dates web page: studentemployment.umich.edu > UM Students > Information for Students > Important Dates (Students).
- Once you have earned all of your Work-Study award, (even if the academic period is not over) you must stop working as a Work-Study student. Either your employer must pay you as a temporary (non-Work-Study student) or you must find another job that is a non-Work-Study job. **3** Use the tools on the website: studentemployment.umich.edu > UM Students > Information for Students > Getting Paid and W-S Calculator/Tracking Sheet to help you keep track of how much of your Work-Study award you have earned.
- See Frequently Asked Questions: studentemployment.umich.edu > UM Students > Information for Students > Frequently Asked Questions for more information on Work-Study awards.