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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:

- **U-M 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**: Post positions on the site (no login necessary).

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

studentemployment.umich.edu/Cmx_Content.aspx?CpId=27

Bookmark this page for easy future reference.

U-M Students

There are two types of jobs listed on this site: Federal Work-Study and non-Work-Study.

Federal Work-Study jobs are only available to U-M undergraduate and graduate students who have applied for financial aid and been awarded Federal Work-Study funding.

All non-Work-Study jobs are available to all U-M students.

Find a Job

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.

Steps to be Hired

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

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)

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

Read the disclaimer by clicking the link at the bottom of this page before using the site.

(continued on next page)
WHAT IS WORK-STUDY?

Work-Study is a federal 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 guidelines. These employers pay only a percentage of the student’s wages, while the federal government pays the remaining amount. To receive Work-Study, students must:

- apply for financial aid
- 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 a Financial Aid Notice. This will note "Federal Work-Study" if a student qualifies. If no Work-Study is noted, students may only apply for the non-Work-Study jobs. For more information about applying for financial aid, see the Office of Financial Aid website at finaid.umich.edu. For more Work-Study tips, see page 10.
3. Find a Job

a) CHOOSE FUNDING SOURCES

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

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.

(continued on next page)
**Find a Job (continued)**

2. **ADVANCED SEARCH**: Use to select specific criteria you wish to use for your job search.

<table>
<thead>
<tr>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Advanced search options, and click search</td>
</tr>
</tbody>
</table>

[Run a New Search]

![Search interface with fields for categories, employers, time frames, wage, and hours per week]

Currently searching funding sources:

- Work-Study
- [Update Funding Source Choices]

*(continued on next page)*
Another way to browse for jobs is by using the Job Planner page (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.

Not all of these jobs are available.

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

Select an hyperlink to view a specific job listing.

Accounting Clerk

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 64025
Job Funding Source Non-Work Study
Employer Community Alliance
Category Office
COMMUNITY ALLIANCE
Job Description
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 select the apply link at the top of the listing. Note: Some postings only have contact information listed (contact person, address, phone number, email address, etc.) so you must 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 Email Address are mandatory.

d. In the last box, 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.

e. Once you have submitted your Student Data Application, a list of your jobs will be logged in the system. You should hear from the employer about whether you will have an interview or not. Apply for any jobs that interest you!

To work on the UM-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 (wolverineaccess.umich.edu). Applying for jobs online and completing the U-M Student Temporary Employment Application does not guarantee job placement. This is a “Pre-Employment” application that must be completed before you can be hired into a position.
Find a Job (continued)

Apply To Job

Help
Please complete the application below, then click the “Submit” button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

By submitting the application below, you will be applying for the following jobs:
- Account Clerk - William Davidson Institute
- Activity Area Staff - Ecology Center Of Ann Arbor
- Administrative Assistant - Cambridge Michigan Language Assessments (Camila)

General

<table>
<thead>
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<th>Ray</th>
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<tbody>
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Briefly describe your skills and work experience pertaining to this job:

[textarea]

Resume
If you would like to send a cover letter or references with your resume, please ensure all pages are uploaded together as one document.

Give details about yourself here

To manage applications, click here

Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Current Hires[0]  Upcoming Hires[0]  Old Hires[0]  Applications  Job Mill

Application Information [ +/- ]  Number of Days to return: 1 Year

<table>
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<tr>
<th>Job ID</th>
<th>Job Title</th>
<th>Employer</th>
<th>Status</th>
<th>Application Date</th>
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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.

Information: [hr.umich.edu/working-u-m/management-administration/recruiting-employment/form-i-9-e-verify](http://hr.umich.edu/working-u-m/management-administration/recruiting-employment/form-i-9-e-verify)

**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).**

**WORK-STUDY TIPS**
- 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 Work-Study funding for fall term, but not the winter term, you cannot work in your Work-Study job during winter term. 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).](http://studentemployment.umich.edu)
- Once you have earned all of your Work-Study funding, (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. Use the tools on the website: [studentemployment.umich.edu > UM Students > Information for Students > Getting Paid and W-5 Calculator/Tracking Sheet](http://studentemployment.umich.edu) to help you keep track of how much of your Work-Study funding you have earned.
- See Frequently Asked Questions: [studentemployment.umich.edu > UM Students > Information for Students > Frequently Asked Questions](http://studentemployment.umich.edu) for more information on Work-Study.