

STUDENT EMPLOYMENT PROGRAM- Tip Sheet

Work-study positions are not guaranteed. The only way to obtain work-study funding is to secure employment.

USING WORK-STUDY AWARDS ON CAMPUS:

➤ **Log into ColonialTRAK**

Go to the Career Center website, www.rmu.edu/careercenter. Select ColonialTRAK, click “Students,” and then log in. (If you have not logged into ColonialTRAK previously, your username is your entire RMU e-mail address, and your password is your 16-digit Freedom Card Number).

➤ **First-time ColonialTRAK Users: Complete Your Profile**

1. Ensure that each field with an asterisk is filled out, clicking “Register” and then “Submit” when the profile is complete. Refer to the ColonialTRAK tip sheet for further instructions.
2. See “Step 2” in “Returning ColonialTRAK Users” below to give employers access to your information.

➤ **Returning ColonialTRAK Users: Update Your Profile to Give Campus Employers Access**

1. Your ColonialTRAK profile must be complete in order for campus employers to search your profile and Student Employment Program Application. To access your profile, click “My Account > My Profile” on the ColonialTRAK main menu bar. Click on “Edit Profile” and check to make sure you completed all required fields, noted with a red asterisk. Be sure to click “Save” after making any edits.
2. You must give permission for employers to access your information. Click “My Account > My Profile” on the ColonialTRAK main menu bar. Under “Additional Information,” select “Yes” for the field, “Allow Employers to View Your Information.”

➤ **Complete the Student Employment Program Application or Upload Your Resume to ColonialTRAK**

Under “My Account” on the main menu bar, select “My Documents” and click on the link for the Student Employment Program Application at the top of the page. The page that opens up prompts you to click a link to download the application, which will then load on the page. Do not complete the blank application that first appears. Instead, save it to your computer or flash drive. Then, open that file and complete your application, saving the completed document as a PDF to your computer or flash drive.

➤ **Upload Your Application or Resume**

1. While logged into ColonialTRAK, select “My Account” and then “My Documents.”
2. Under employment related categories, locate the “Resumes & Student Employment Program Application” section and click “Add.”
3. Create a meaningful name for your file and enter it in the “Document Name” box (example: Student Employment Application August 2015).
4. Click the “Choose File” button and select your application or resume document file from your computer.
5. Click “Save.”

➤ **Search for Positions & Apply**

1. Click “Job Search” on the ColonialTRAK main menu bar.
2. Under “Position Type,” select “Work Study/Student Employment Program” and click “Search.” If you are a graduate student searching for an assistantship at RMU, select “Graduate Assistantship (RMU).”
Helpful Tip: To receive email updates when new positions are added, select “Email me New Jobs for this Search.” Enter a name for your Job Agent and click “Save.”
3. Click on the job title to view position details.
4. Review the application instructions for the position carefully. Many campus employers require only an application. However, others may require you to submit a resume, cover letter, class schedule, etc.
5. Some positions will allow you to “Apply Now” through the ColonialTRAK system.
 - Click the “Apply Now” button at the top of the posting. You have the option to write a brief message to the campus employer (not required, but recommended).
 - From the document drop down menu, select your Student Employment Program Application or resume and click “Apply Now.”
6. If you do not see the “Apply Now” button, contact the campus employer directly by carefully following the directions in the “Application Instructions” section.

HIRING PROCESS

➤ **After Applying**

You may want to follow up with campus employers to inquire if any additional information is needed and to reiterate your interest in the position. If hiring managers consider you to be a good fit for their position(s), they will contact you to invite you for an interview.

➤ **Employment Paperwork**

Once you have been hired, stop in the Career Center to pick up a New Hire Employment Packet that includes the W-4, I-9, Direct Deposit, and Statement of Understanding of the Family Rights and Privacy Act, along with Unit 4 instructions. Return packet with completed paperwork and required original documentation for the I-9 to the Career Center. (Students who have previously been on the Robert Morris University payroll do not need to complete these forms again unless their information has changed.)

➤ **Authorization to Begin Working**

- International students must apply for and receive their Social Security card before being authorized to work.
- No student may begin working until all paperwork is received and they are contacted by their hiring manager.

USING WORK-STUDY AWARDS OFF CAMPUS:

If you are interested in applying your Federal Work-Study funds to an off-campus position in a nonprofit or community service organization, call the Career Center at 412-397-6333 to schedule an appointment with Stacy Dempsey to discuss your eligibility. (Employment paperwork and site/position approval are required prior to starting.)

ADDITIONAL TIPS & SUGGESTIONS

Finding a job on campus can be a very competitive process. Be proactive about your job search. The first step is to apply for positions through ColonialTRAK. If you are having difficulty securing a position, please consider the following tips:

Completing the Student Employment Program Application:

- Be specific when listing information in the “Skills” section.
- Remember to upload an updated Student Employment Program Application each semester before applying for positions.
- Apply for at least 10-12 positions to increase your options in obtaining employment.
- Consider making contact with the hiring department either by email or in person once you submit your application, especially if you haven’t heard back from the department. Remember to be professional.

Exploring all options:

- In addition to the application, consider developing a well written, professional resume. Prior to the start of a new semester, you may want to email your resume to offices and departments on campus, in which you would like to work, to inquire about potential openings. This type of preparation and professionalism may help you stand out in a positive way.
- Talk with friends you know working on campus to ask about anticipated openings in their offices/departments.
- Ask professors and campus staff you know if they are aware of any anticipated openings.

Considering opportunities available off campus:

- Although not part of the RMU Student Employment Program, part-time jobs in the local area, as well as some on campus with non-RMU employers (Parkhurst, Barnes & Noble), may be a good option for you. If you are having difficulty finding a work-study position, a part-time job may be a good alternative for experience and income. Visit these organizations and/or search ColonialTRAK to learn of available opportunities. When searching in ColonialTRAK, select “Part-time” under “Position Type” to view part-time jobs posted by the Career Center.
- International students must adhere to their visa guidelines and restrictions.