



## I WANT TO WORK . . . . .

When you arrive on campus, you are free to search for on-campus jobs yourself. Start with the office of your major. Promote yourself as honestly as possible when you visit any office, and be sure to “brush up” on any clerical skills that you have. Make a good first impression when you inquire about employment. You do not need to wear a suit, but PJ’s or sweat pants would not be acceptable.

Booth Library and the various residence hall food services hire more students than any other single department, and you may wish to consider these areas. If you have had some experience in sales and retail, you might apply at the University Union Bookstore. If you have had any fast food experience, you should inquire at the Food Court located in our University Union. Those with athletic experience, WSI certification, or knowledge of various game sports and their regulations should apply to the Intramural Office located in the Student Recreation Center. The Student Recreation Center and Housing/Dining have applications on their website. You will need to apply in person to all other areas. On EIU’s website, use the A-Z index to view all of the different departments on campus.

Make the most of your special skills or talents – musical, mechanical, or mathematical – as well as any aptitudes for accounting, computers or science. Check the classified section of the Daily Eastern News. We also have on and off campus jobs listed online under Student Employment in the Financial Aid Section.

Students wanting on-campus employment must comply with the Immigration Reform and Control Regulations. All persons will be asked to certify their eligibility for employment by presenting two documents for examination:

- 1. Student ID card with picture or state issued driver’s license with picture.**
  - 2. A Social Security card or a certified copy of your birth certificate.**
- OR a passport**

Please bring these items to campus and show them to your employer when you apply. You may not work until these documents are examined and verified.

Remember to treat your search for a job at EIU like any other job search. It may take some time, but the effort that you put into the process will benefit you in the end.

### **ELIGIBILITY FOR REGULAR STUDENT EMPLOYMENT**

Enrollment Requirements: A student employee must be enrolled in 6 or more semester hours each semester.

Summer Exception: A student employee must be enrolled in 6 or more semester hours or have completed 6 or more semester hours during the preceding spring term.

**All student employees cannot work more than 42 hours per pay period when school is in session (all jobs combined). It is your responsibility to keep track of your hours. IF YOU EXCEED THE NUMBER OF HOURS, YOUR JOB(S) WILL BE TERMINATED WITHOUT WARNING.** The Student Employment Regulations may be viewed at <http://www.eiu.edu/finaid/employment.php>