

# STUDENT EMPLOYMENT

Find a Job On-Campus



## DO YOU WANT TO WORK ON-CAMPUS?

Are you interested in working on campus during your time at SAU? If you answered YES, we encourage you to bring identification to campus when you move in this fall. Even if you don't plan to work on-campus your first year, we encourage you to bring your IDs so we have them on file.

## BRING YOUR IDS TO THE CAREER CENTER

The IDs are a required part of the federal Form I-9, which is a portion of the new hire paperwork needed to begin working on campus. Most students bring a social security card and a driver's license/state issued ID or a passport.

You must bring the original document; no copies will be accepted as outlined by federal law.

To view the entire list of acceptable documents, please visit [www.uscis.gov/i-9](http://www.uscis.gov/i-9), and click on the Form I-9 Paper Version Link. The list of documents is on page 3.

## MARK YOUR CALENDAR FOR JULY 13, 2020

You can apply to open campus positions on or after Monday, July 13, 2020. To apply, follow the step-by-step instructions for applying to a campus job on BeeCareers (attached).



## JUST A FEW NOTES

We encourage you to start with your resume and cover letter prior to July 13 as they take some time.

Be sure to set up your voicemail and check your SAU email because this is how supervisors will contact you for interviews.

Once you are hired for a job, you will receive the new hire paperwork with instructions via email. Just a reminder that you cannot officially start working until you have brought in your IDs to finish the Form I-9.

Please contact the Student Employment Coordinator by email at [StudentEmployment@sau.edu](mailto:StudentEmployment@sau.edu) with any questions you might have.

# ON-CAMPUS EMPLOYMENT STUDENT GUIDE

to navigating BeeCareers

**1** Go to <https://sau-csm.symplicity.com/students>

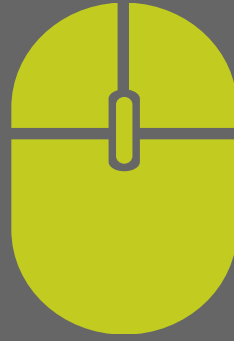
## First time?

Username: your SAU email

Password: student ID (i.e.ab0123456)

*You can change your password at any time.*

**2**



**3**

Click on the "Resources" tab, then on "Resource Library."

**4**



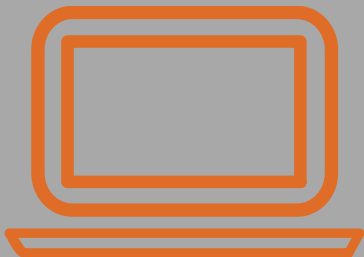
In the Resource Library you will find resume and cover letter templates. Click on them and download them to your computer.

**5**



Update the highlighted information in each document, then remove the highlighting and comments on the right side of the page.

**6**



Save each updated document to your computer as a PDF.

Go to "Documents" on the left side menu.

Click on "My Documents."

**7**

**8**



Click "Add New" and add your resume & cover letter to the folder.

**9**

Click on the "Jobs, Internships and Interviews" tab.

Select "Work Study Positions" or "Temporary Campus Jobs."

**10**

Apply

Click on the job(s) you are interested in, read the job description and select "Apply" in the top right corner. Follow the application instructions.