



**LAKE SUPERIOR**  
STATE UNIVERSITY

# On-Campus Student Employment

## Student Step by Step Instructions



# Important Facts:

- Jobs are for upcoming fall and spring semester for the academic year.
- Students workers may work a maximum of **19 hours** a week during the school year between all jobs worked on campus.
- Students who receive FWS must be enrolled in at least 6 credits in order to be eligible to work in a FWS job.
- Students also must be enrolled for at least **12 credits** in order to be eligible to work in a Departmental job.
- Students may risk their eligibility to work on campus if the above rules are violated.



# How To Access the Employment System

- Anchor Access
- Student Tab
- LSSU Student Employment Opportunities



**Student**

---

[Registration](#)  
Used to register for classes, view registration status, view holds & view/print your schedule.

[Academic Information](#)  
View your student information, Academic transcript, midterm & final grades, etc.

[Online Degree Audit](#)  
For help on how to run an Online Degree Audit click the link "[Instructions](#)".

[Student Resources](#)  
Contains printable forms & guides, A-Z Faculty Search, and a variety of information.

[Tuition & Billing](#)

[Textbook Information](#)

[LSSU Vehicle Registration & Ticket Information](#)

[LSSU Student Employment Opportunities](#)  
View available jobs (if eligible), Apply for jobs.

# Student Job Page

## Student Job Page

---

Students seeking employment through LSSU must utilize the student job board to view available positions and apply for jobs.

If you have been offered "Federal Work Study" as part of your financial aid, you must accept the offer before jobs are viewable to you on this job board. To accept an offer of Federal Work Study, go to the Financial Aid Tab of Anchor Access; Award section; Accept Award Offer section.

View the jobs before applying for a job, to obtain the necessary Job Department and ID Number.

View Student Jobs



Apply for Jobs

Review Job Applications

Review Job History



# You must accept your work study first, if you get this message.

You do not currently have a Federal Work Study award for this current aid year. This job board is only accessible to students eligible for Federal Work Study.

Go to the Financial Aid tab of Anchor Access and accept your work study offer if you have one.

## Go to the Financial Aid page



Financial Aid

---

**Requirements**  
Review your documents needed to receive aid, messages from...

**Award**  
Review your overall financial aid status, accept your award, e...

**General Financial Aid**  
Financial Aid Application and Information Links



## Next Steps

- “View Student Jobs”
- Select “Academic Year ”
- Search the jobs – NOTE the Job Dept and Job ID Number for a job you want to apply for
- “Return to Student Job Page”



# To Apply for the Job

- “Apply for Jobs” from Student Job Page
- Select “Academic Year ” - Submit
- Select the Department (noted from the job board in previous step)
- Select the Job (noted from job board in previous step)



# To Apply for the Job

- Download the LSSU Employment Application (Word version preferred)
- Complete the application
- Save it on your computer and upload
- Click “Apply for Job”
- - See Next Slide -





# To Apply for the Job

## Available Jobs List

To apply for a job you must upload a completed LSSU Job Application.

You can download a .doc version of the application [here](#).(for Microsoft Word) ←

You can download a .rtf version of the application [here](#).(Rich Text Format for applications other than Micro

You can download a .odt version of the application [here](#).(for Google Docs)

Download the application, save it on your computer.

Complete the application and upload it in the space provided below.

Select the specific Job Number you wish to apply for. You can obtain this information from the "View Stud

**Position: \***

Student Labor NC Admin 1069001 ▾

**Attach Application:**

Browse\_

Apply for Job ←

[Return to the Student Job Page](#)



# How Many Jobs Should You Apply For?

- Apply only for jobs you are truly interested in
- Apply only for 1-3 jobs...wait to hear from the supervisors before applying for others



## What Next?

- Wait for the Department to respond to your application – Possible responses:
  - No Match
  - Request Interview
  - Offer
- Check your LSSU email for notification and/or “Review Job Applications” on Student Job Page



# Review Job Applications

I have read and accept above agreement

You must do this (yes)  
before accepting an offer

Status Pull Down	Current Status	Job Category	Job Dept	Job Title	Job ID	Stat
Applied	Applied	Academic 1112	Norris Center Administration	Student Labor NC Admin	1069001	27-
No Match	No Match	Academic 1112	Admissions	Student Labor Admissions	1057001	27-
Interview	Interview	Academic 1112	Learning Center	Student Labor Learning Ctr	1048001	27-
Offer Rescinded	Offer Rescinded	Academic 1112	Audio Visual	Student Labor A/V	1041201	27-
	Offer	Academic 1112	Financial Aid Admin	Student Labor Financial Aid	<a href="#">1052002</a>	27-

Accept  
Decline

[Return to the Student Job Page](#)



# Keep This in Mind

- Do not be discouraged by “No Match”
  - The position may have been filled with another applicant. Please go back to the job board and see the other jobs that are available that you feel would be a good fit for you.
- Do respond promptly to a request for an interview or a job offer.
- Do not accept numerous offers – campus work will only permit a TOTAL of 19 hrs of work per week (except summer).



## Next Step

- An “offer” needs your on-line response
- At “Review Job Applications”, either accept or decline the offer from Status Pull Down Menu
- Click “Process Status”
- Your Status will probably become “Accept, Unauthorized” – you need to do some paperwork



# View Job Applications

- Notice “Accept, Not Authorized”

## Display Student Applications

View the current status of the jobs you have applied for.

Check your LSSU email regularly for notification from job supervisors.

Instruction on how to access your LSSU email was provided to you by the Admissions Office with your letter of admission and

If you are offered a position, you will be required to provide a W-4 and I-9 employment forms, unless we already have them.

Direct links and instructions for the W4 & I9 will be sent to your LSSU email, if needed, when an offer is made. Your status may vary.

Status Pull Down	Current Status	Job Category	Job Dept	Job Title
Applied	Applied	Academic 1112	Norris Center Administration	Student Labor NC Admin
No Match	No Match	Academic 1112	Admissions	Student Labor Admission
Interview	Interview	Academic 1112	Learning Center	Student Labor Learning C
Offer Rescinded	Offer Rescinded	Academic 1112	Audio Visual	Student Labor A/V
Accept, Not Authorized	Accept, Not Authorized	Academic 1112	Financial Aid Admin	Student Labor Financial A





# What Paperwork is Needed?

- Three things:
    - I-9
    - Michigan W-4
    - Federal W-4
- Links may also have been provided when you accepted a job offer
- An email will be sent to you stating what you need to do next, how to get the paperwork, and when/where to bring it.  
Watch your LSSU email!





## What's Next.....

- Your status must eventually be “accept/authorized” in order to begin working (see next slide)
- The I-9 *must be hand delivered by you, to us.* Bring your original identification documents that the I-9 requires
- Deliver them to Human Resources located upstairs in the Administration Building
- You **MAY NOT** start working until all of your employment paperwork has been completed.



# Your Status Must Eventually Be:

## Display Student Applications

View the current status of the jobs you have applied for.

Check your LSSU email regularly for notification from job supervisors.

Instruction on how to access [redacted] was provided to you by the Admissions Office with your letter of admission and will also be addressed in your LSSU email.

If you are offered a position, you must provide a W-4 and I-9 employment forms, unless we already have them.

Direct links and instructions to your LSSU email, if needed, when an offer is made. Your status must eventually be "Accepted, Authorized".



Status Pull Down	Current Status	Job Category	Job Dept	Job Title	Job ID	StatusDate	DateApplied
Accept, Authorized	Accept, Authorized	Academic	1213 Financial Aid Admin	Student Labor Financial Aid	<a href="#">1052002</a>	26-APR-12	26-APR-12

This means that you have accepted your job offer, all your paperwork has been submitted and you can begin work on your first scheduled day!



# If you Change Your Mind.....

- Decline your job offer if you hadn't already accepted it, so that the supervisor knows you aren't coming.
- If you already accepted it, send your supervisor an email and let them know you won't be working for them.



# Questions?

## Contact Information

Human Resources

[humanresources@lssu.edu](mailto:humanresources@lssu.edu)

(906) 635-2213