



Finding a job on campus. The job MUST be on-campus only. No off-campus jobs are allowed unless you are applying for CPT or OPT. International students are only allowed to work a total of 20 hours per week during the academic year.

1. Offices that work with students looking for on-campus jobs:

Johnae Blackmon, Student Employment, Sheridan Hall 112

(Johnae helps you with Workday – Workday is an on-line service that allows FHSU departments to post available jobs in that department)

FHUS Dining Services

Residential Life Office

McMindes Hall

2. Most job openings will be listed in Workday. Once you find a job opening, you will apply for the job by submitting required documents like a cover letter and resume or maybe even an application. You may also have to go through an interview process.

3. Once you have been offered a job, the employer must prepare a letter for you. This letter needs to be typed on letterhead and signed. Here is an example:

Date

Social Security Administration:

'Insert Student name' has been offered a position in the 'insert dept/office'. As soon as 'insert student name' obtains a social security card, they may begin work.

Sincerely,

Employer signature

Name

Title

4. Submit the letter from the employer to the International Office in Memorial Union 014.

5. After you bring in the employer letter, a staff member will write the on-campus employment authorization letter for you. You will be emailed when all documents are ready to be picked up.

****DS-2019 MUST COMPLETE JOB AUTHORIZATION FORM****

PLEASE REMEMBER TO ALWAYS KEEP YOUR SOCIAL SECURITY CARD WITH YOU