

## APPLYING FOR ON-CAMPUS EMPLOYMENT

### **Eligibility Requirements:**

- \* Student must have a minimum 2.0 GPA at time of application.
- \* Student employees must maintain a minimum semester 2.0 GPA.
- \* Students placed on disciplinary probation or have an Academic Dishonesty sanction are ineligible
- \* Selected positions may require a student to be Financial Aid Eligible to apply
- \* Must submit to a background check.

### Fall/Spring Employment

Student employees must maintain a minimum of six credit hours during the semester(s) of employment.

### Summer Employment

An applicant, not enrolled in the summer, may be employed if he or she has been enrolled in a minimum of six hours in the preceding spring semester or can show evidence of plans to enroll in the succeeding fall semester. Students who have attended Alvin Community College in the spring semester, or will be enrolled in the fall, shall have preference over summer transient students.

### **Steps:**

1. Create a JobLink profile

[www.alvincollege.edu](http://www.alvincollege.edu) → Students → Career Services → Click JobLink Logo → Create Account

2. Upload Resume to JobLink account (My Documents)
3. Search available on-campus job postings

4. **To Apply:**

Email [careerservices@alvincollege.edu](mailto:careerservices@alvincollege.edu) the following information:

**First Name / Last Name**

**Student ID number**

**Name of department(s) you would like your resume forwarded to**

5. Career Services will forward your resume to the departments requested.

\* A student cannot directly apply to an on-campus position; the forwarding of the resume from Career Services constitutes as the application process.

6. The hiring department will directly contact applicants (at their discretion) for an interview. Once the department selects a candidate for hire, Career Services will provide a New Hire packet to be completed by the student. The New Hire Packet/Background Check must be completed prior to the first day of work.