

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 → Students → Career Services → Click JobLink Logo → Create Account

2. Upload Resume to JobLink account

My Account → My Documents → Resume → Add

3. Search available on-campus jobs

Job Search → Position Type → On-Campus Regular Wage and/or Work Study → Search

4. To Apply: Email mramirez@alvincollege.edu the following information:

Subject Line: Student Worker Application

Name: First / Last name (as listed with Alvin Community College)

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 a department selects a candidate for hire, the department will contact the student. The selected student must pick up and complete a New Hire packet and background check in the Career Service's office. A student may not begin work until an "Approved to Begin Work" email has been sent to the hiring supervisor.