



STEPS FOR ON-CAMPUS EMPLOYMENT

1. Go to Financial Aid and ask for **Federal Work Study** papers, bring to Career Services.
2. Submit a copy of your current **resume** along with this form
3. Regularly check the online job board for current postings: www.aicasfjobs.com
4. All on campus student jobs require a minimum 2.0 cumulative GPA.
5. Notify Career Services when you have been hired.
6. **BEFORE** you start work, you must attend orientation with Human Resources (Main Building, 7th Floor) on Tuesdays at 12pm. You will be required to bring two government official forms of identity, for example, a birth certificate, driver's license, Social Security card or passport.

Departments that typically hire students for on campus employment:

<u>Department</u>	<u>Apply with</u>	<u>Room/Building</u>
Admissions	Anastasia Coussoulis	1 st Floor/1170
Academic Affairs	Crystal Ledesma	7 th Floor/1170
Academic Affairs- Tutors (FWS)	Hyde Revilla	203B/10UN
Bookstore	Courtney Cummins	1 st Floor /1170
Cage (FWS)	Justine Nguyen	613/1170
Career Services (FWS)	Jodi Gonzales	509/10UN
Counseling/Student Affairs	Clark Dawood	4 th Floor/10UN
Financial Aid (FWS)	Erin Musil	4 th Floor/1170
Interior Design Fabric Room	Jeff Nokkeo	410/10UN
Labs (FWS)	Justine Nguyen	613/1170
Library (FWS)	Kathleen Jones	202/10UN
Peer Mentors	Tera Porterfield-Balog	4 th Floor/10UN
Print Shop (FWS)	Justine Nguyen	613/1170
Registrar	Cindy Shelton	718/1170
Student Accounting	Anna Wong	7 th Floor/1170
Student Housing (FWS)	David Lee	4 th Floor/10 UN

Student Name _____ ID # _____ Email _____

Address: _____

_____ Phone: _____

FOR CAREER SERVICES ONLY

Date Registered with CS _____ Date CARS Profile screen updated _____

Resume Received? Yes No

Eligible for FWS? Yes No GPA 2.0 or better? Yes No

Career Services Signature _____

Career Services Assistance Agreement

Name: _____
Student ID# _____

Career Services assistance is extended to all students and recent graduates. Such assistance can only be rendered in a meaningful manner when there is cooperation between the student and the Career Services Department. Therefore, the following outlines those responsibilities to be assumed by the student necessary to obtain the full extent of the service.

1. I understand that getting a job is ultimately my responsibility and the Career Services Department can only offer advice and meaningful assistance. I understand that I must make independent attempts to secure employment and must not rely solely on the Career Services Department.
2. I will provide a working draft of my resume to the Career Services Department for comments and suggestions. I promise to provide a final, complete and accurate, up-to-date copy of my resume to the Career Services Department for my permanent record.
3. I will research jobs and to follow up on job leads and related information provided by the Career Services Department, by making phone calls, sending resumes and appearing on time for scheduled appointments.
4. I understand that it is my responsibility to exercise good judgment when dealing with a potential employer.
5. I will maintain regular contact with the Career Services department to review the progress of my job search.
6. I hereby grant the Career Services Department permission to release information about me, including my resume, portfolio, dates of attendance, and cover letter, to prospective employers.
7. I will inform both the prospective employer and the Career Services Department in the event I am unable to attend a scheduled employment interview.
8. I will report the results of each interview and each job opportunity to the Career Services Department as soon as possible, regardless of whether I receive an offer.
9. I will notify the Career Services Department when I obtain employment so that the Career Services Department may retain accurate records.
10. I will provide up to date information regarding my employment, including the company name, dates, position and salary range. I hereby give my current and future employers permission to release to the Career Services Department such information about my employment. A copy of this document will authorize my future employers to release such information.
11. I will keep the Career Services Department advised of any changes of address, employment, phone number and of any circumstances which might impact my availability for employment.
12. Graduates/students can update contact information, view event calendar, and search job posting through their on-line services account. For a period up to one year after graduation, resume and samples of work can be uploaded as well. This policy may be amended or changed without notice.
13. I understand that I have the right to opt out of the alumni directory and that it is my responsibility to request this through the Registrar's office in writing. If I do not opt out of the directory, my contact information, including my employer's contact information may be included in the online alumni directory available to all Ai alumni.
14. I also agree that Career Services may receive confirmation of my enrollment and educational records if continuing on with my education

Agreement

By my signature below, I certify that I fully understand and agree to the above Career Services Assistance Agreement guidelines and that my failure to cooperate as outlined will impede the efforts of the Career Services department.

Signature: _____ Date: _____