

LOOKING FOR WORK-STUDY?

During the fall and spring semesters students can work on-campus through the Student Work-Study Program. Participating students must be enrolled full-time, have completed registration, and have accepted a work study award from Financial Aid.

STEP 1: HANDSHAKE

Login or Register for an account on the **Handshake**. You can access this by going to oru.joinhandshake.com and clicking on **Students**. Use your ORU email.

STEP 2: LOOK FOR A WORK-STUDY JOB

Fall work-study jobs will start getting posted on the Handshake in late-July and will continuously be posted periodically as the need arises.

- Click on the **Jobs** tab
- Select **On Campus**
- Click on **Search** to view the available on campus jobs

STEP 3: APPLY FOR THE JOB

Individual jobs are posted by the departments who are hiring. Fill out a Student Employment Application located under **Registration Quick Links** in **Vision.oru.edu**.

To proceed in the application you must know:

1. The Department
2. Job Title
3. Hiring Manager

It is important to apply only for positions that are listed on the Handshake or learned about via the various campus departments. Just because a position is listed in Vision does not mean that it is currently available.

The hiring manager will review the applications and conduct interviews. The hiring manager will choose the student that he/she wants to hire and then notify the Student Employment Office.

STEP 4: ONCE HIRED, COMPLETE HIRING STEPS

Once they have been hired, students that have never worked on-campus before must present proper identification to complete the Federal I-9 form. Per federal law, only original identification (s) can be accepted (no copies or faxes). Examples of accepted forms of identification include:

- **A Passport**
- **A Social Security Card and a Driver License**
- **A Birth Certificate and a Driver license.**

INTERNATIONAL STUDENTS

In addition to the normal work-study steps listed on the left, international students will also need the following items to work on campus:

- **Passport,**
- **I-20**
- **I-94 Admission Number**
- **Social Security Card**

HOW TO GET A SOCIAL SECURITY CARD

1. Meet with Lisa Edwards on (GC-3 ½), after an I-9 has been completed.
2. Lisa will Provide you with a letter. Take this letter to the Social Security Office (4750 S Garnett Rd, Tulsa)
3. Bring your Social Security application receipt to the office of Student Employment.
4. Once you receive your Social Security Card, bring it to Student Employment immediately.

OTHER WAYS TO FIND A WORK-STUDY POSITION

- *Word of mouth—walk into a department that you may want to work for and ask them if they have an open position.*
- *Networking, Networking, and more Networking*

SODEXO JOBS

Jobs at food places on campus such as Hava Java, Moe's, and concession stands, etc. are filled by Sodexo. You may apply for Sodexo jobs at <https://us.sodexo.com/careers>. Search "Hourly Jobs" look for the key word "Oral Roberts". For more information, ask at the food establishment or watch for signs in them stating that they are hiring.

The Student Employment Office can be found in Financial Aid- GC 3 1/2 Floor, above Student Accounts. Our hours are posted outside the door.

studentemployment@oru.edu