

# **STUDENTS:** Are You Interested In Working On-Campus?

## **STUDENT EMPLOYMENT**

# **9 STEPS TO PAY DAY**

**1** Apply online at [NDSCS.edu/Join-Our-Team](http://NDSCS.edu/Join-Our-Team)

Student Employment - All Positions > Click on "More Info and Apply"

**2** Contact HR for referral

NDSCS.HR@ndscs.edu  
701-671-2903 or stop by Haverty 136

**3** Visit with referral/hiring supervisor in person, by phone or email.

**4** If not accepted, contact HR for new referral.

**5** If accepted watch for 2 emails:

1. Accept the job
2. Complete the background check from Sterling

**6** Watch for the next email from PeopleSoft to do the electronic paperwork (onboarding).

**7** Take two forms of identification to the HR office for the I-9 (see back for details) This must be done before you start working

Receive a document from HR that you can start work to take to your supervisor

**8** Contact supervisor for start date and time.

Start working and using WebClock.

**9** \$\$\$\$  
**PAYDAY!!!**

***NDSCS has the following possibilities for student jobs: office, faculty assistant, elementary reading tutor, note taker, cleaning, athletics, student security, tour guide, computer technician, library assistant, student center supervisor, game room attendant, resident assistant, student assistant and more.***

***New Employees hired at NDSCS must complete new hire forms in HR prior to starting work. The process takes approximately 30 minutes.***

### LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED & CANNOT** be copies.

Employees may present **ONE** selection from **List A** or a combination of **ONE** selection from **List B** and one selection from **List C**.

<b>LIST A</b> Documents that Establish Both Identity and Employment Authorization	<b>OR</b>	<b>LIST B</b> Documents that Establish Identity	<b>AND</b>	<b>LIST C</b> Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

**Direct Deposit is required:**

- You will need to **bring/know** your **bank routing** and **account number** to fill out the direct deposit form.

LOOKING FOR EMPLOYMENT?

DINING

SERVICES

IS **HIRING!**

Inquire in the Dining Services Office

Located in the Hektner Student Center across from Customer Service





PHI THETA KAPPA  
HONOR SOCIETY

## **Attention NDSCS Students!**

### **PTK Scholarship Information**

Every year the Beta Mu Rho chapter of Phi Kappa Theta Honor Society encourages students to apply for the All-USA Academic Team. The All-USA Academic Team seeks to honor outstanding students from a variety of backgrounds and disciplines to hold up as representatives of all outstanding students enrolled in associate degree/certificate programs.

NDSCS is limited to nominating a total of four students (**2 transferring** to a bachelor's program and **2 entering the workforce** immediately upon associate degree/certificate completion). All-USA Academic Team nominees may also be considered for the Coca-Cola Academic Team, New Century Pathway Scholarship programs, and All-State Academic Teams.

**To be considered for these scholarships, students must have a completed application on file and be nominated by the designated nominator on their college's campus.**

**Please watch your NDSCS email account for notification when the Phi Theta Kappa online scholarship application will be available.** As the Phi Theta Kappa advisor responsible for evaluating the scholarship applications, I encourage you to apply. If you have any questions about the scholarship application process, please contact me.

Sincerely,

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