STUDENTS: Are You Interested In Working On-Campus?

STUDENT EMPLOYMENT

9 STEPS TO PAY DAY

1. Apply online at 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!!!

HUMAN RESOURCES
Haverty Hall 136 | 701-671-2903 | NDSCS.HR@ndscs.edu
**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**.

### List A

Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
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.
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

### List B

Documents that Establish Identity

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
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
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

### List C

Documents that Establish Employment Authorization

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. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
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. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

**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?

INQUIRY IN THE DINING SERVICES OFFICE
Located in the Hektner Student Center across from Customer Service

DINING SERVICES
IS HIRING!

Inquire in the Dining Services Office
Located in the Hektner Student Center across from Customer Service
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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