PLANNING ON WORKING ON CAMPUS?
Here's What You Need to Know!

1. Students are responsible for finding and applying for campus jobs. Positions go quickly. Do not delay in searching for a job!

2. Campus jobs will be posted on Handshake (University database of jobs and internships) beginning on August 19, 2019. Start your search here.

3. **Priority Hiring Period** for Federal Work Study starts Monday, August 26th through Friday, September 20th. A WORK STUDY AWARD DOES NOT GUARANTEE EMPLOYMENT.

4. Network. Visit departments on campus and inquire about job opportunities. Drop off your resume and follow-up with an email or phone call.

5. Don't miss our **On-Campus Employment Showcase** on Thursday August 28th, 11:30-2:30 in EC, Crawford Hall. Meet departments that utilize student employees.

6. New hire students must complete the following forms: I-9 and W-4.

7. New student hires must provide required documentation:
   - One form of photo ID (Driver's License/State ID/ Drew ID) **AND**
   - Social Security Care or Birth Certificate.
   - If you can provide a passport, no other documentation is needed.
   - All ID provided must be **original**. Copies are not accepted!

8. Campus jobs may require a resume. Visit the career center or email career@drew.edu if you need assistance with this.

**BRING ORIGINAL ID REQUIRED TO WORK ON CAMPUS**

Center for Internships & Career Development / Sycamore Cottage
Alumni Relations
Annual Giving
University Advancement
Alumni House
Athletics Dept.
Campus Recreation
Baldwin Gym
Center for Civic Engagement
Davies House
Residence Life
Student Activities
The Pub
Ehinger Center
Anthropology Dept.
Faulkner House
Health Center
Mclintock
Academic Services
EOS Dept.
GRC Dept.
ITUS Services
Library
University Technology
Rose Memorial Library
INTO
Tilghman House
Admissions
Wesley House
Accessibility Resources
Dean's Office
Financial Assistance
Registrar's Office
Brother's College
Art Dept.
Art History Dept.
Concert Hall
Music Dept.
Theatre & Dance
Dorothy Young Center for The Arts
History Dept.
Pan African Studies
Sociology Dept.
Gilbert House
Economics Dept.
Lewis House
Theo-Advancement
Theological School
Seminary Hall
Political Science Dept.
Smith House
United Methodist Archives
& History Center
Doctor of Ministry
12 Campus Drive
Graduate Admissions
Caspersen Graduate School
Center for Global Education
Chinese, French, German Italian & Russian Depts.
Embury Hall
Biology Dept.
Chemistry Dept.
Math Dept.
Physics Dept.
Hall of Sciences
Facilities
Sustainability Dept.
Pepin Services Center
English Dept.
Women's & Gender Studies
Sitterly House
Center for Internships & Career Development
Sycamore Cottage
Campus Life & Student Affairs
Bookstore
University Commons
Communications
22 Madison Avenue

I'm looking for a job on campus and I was wondering if there are any open positions for students

Make sure to bring your resume with you so that they can keep you in mind!