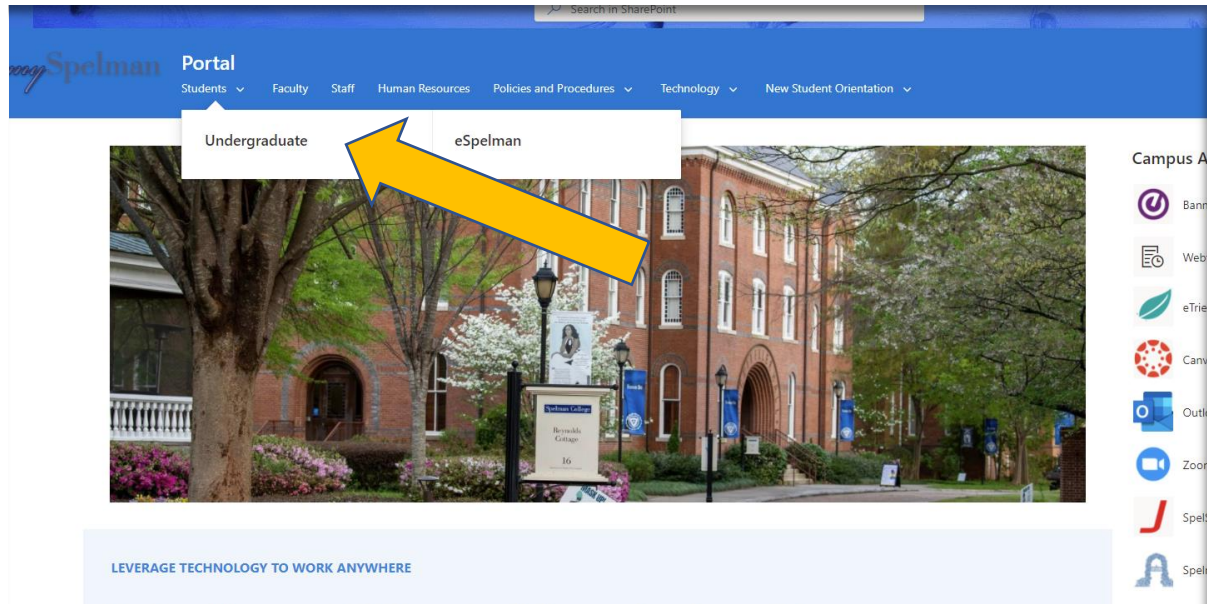
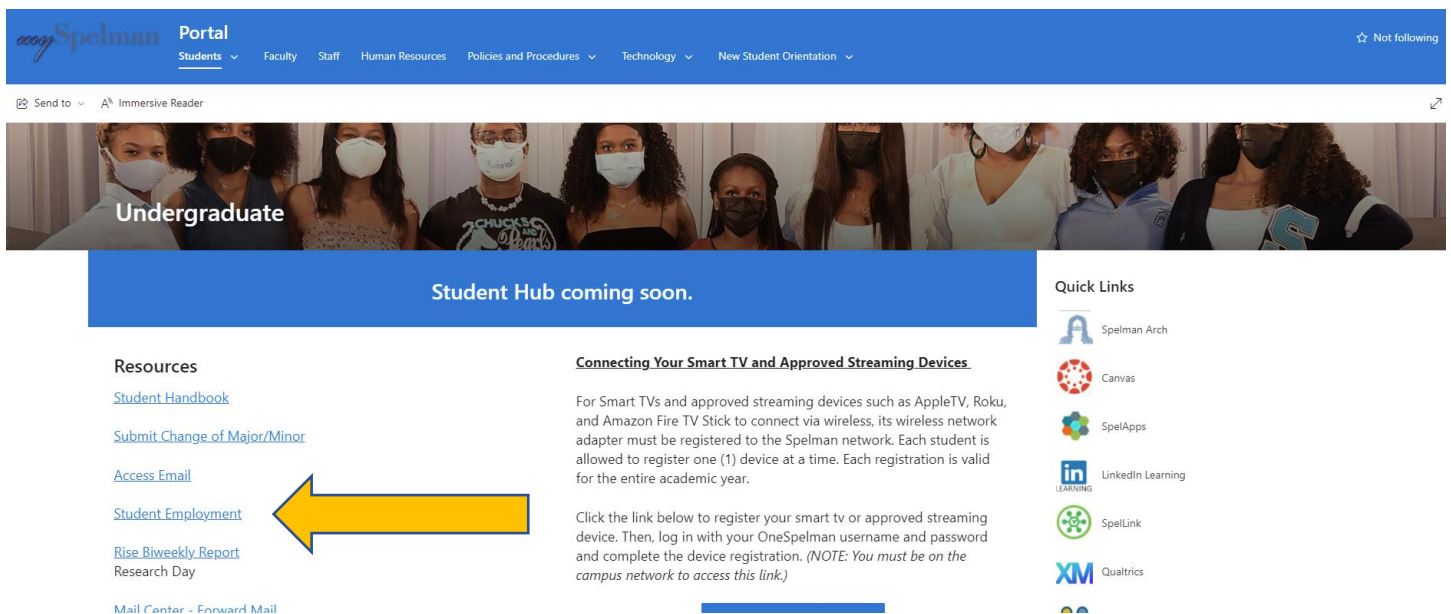


# APPLYING FOR AY2022-23 JOBS

1. Log in to your mySpelman account and hover over “Students” then select “Undergraduate” from the top menu bar.



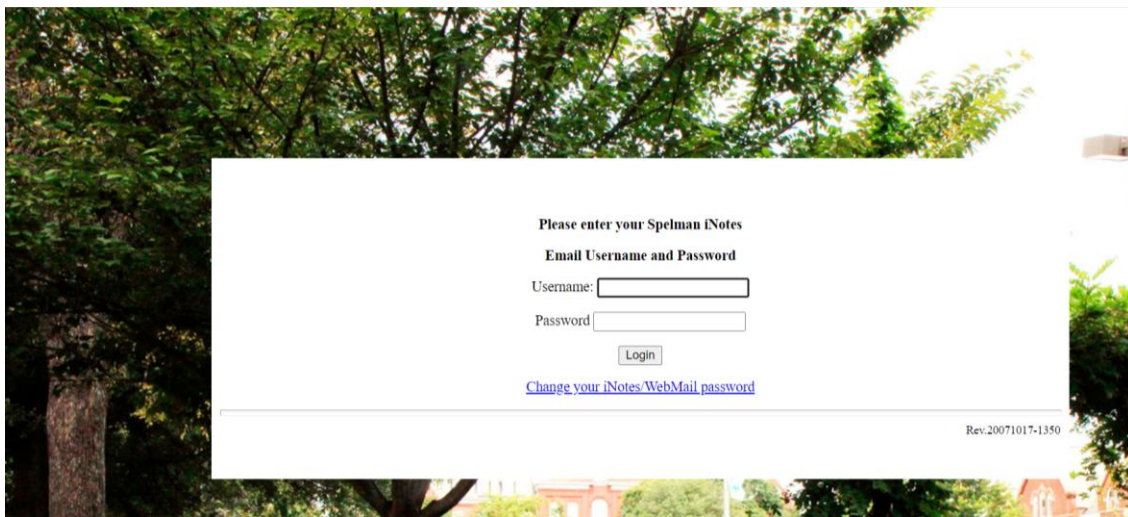
2. On the Students page, scroll down to the Resources section on the left side of the page and click the link for “Student Employment” to get to Lotus Notes (Spelman iNotes).



### 3. Log into Lotus Notes/iNotes

Username = the first part of your Spelman email (ex. bsmart if your email address is bsmart@spelman.edu)

Password = Sp + your 900# + ! (ex. Sp900123456!)



Please enter your Spelman iNotes  
Email Username and Password

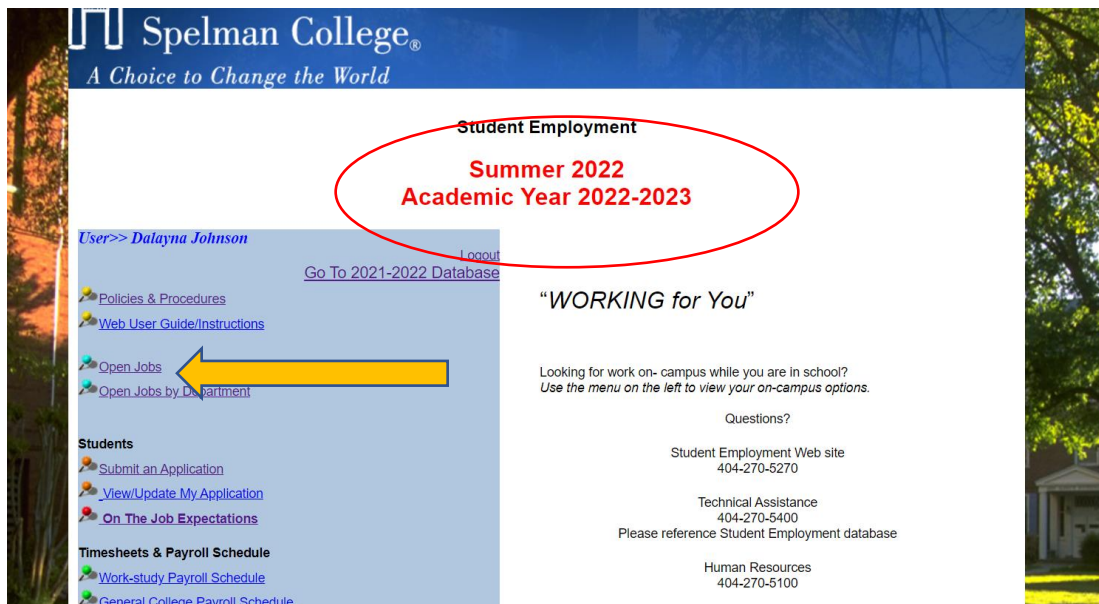
Username:

Password:

[Change your iNotes/WebMail password](#)

Rev. 20071017-1350

### 4. Click on “Open Jobs” and expand the “Academic Year” list and then the “General College” list to see the available positions.



Spelman College®  
A Choice to Change the World

**Student Employment**

**Summer 2022**  
**Academic Year 2022-2023**

User>> Dalayna Johnson [Logout](#)

[Go To 2021-2022 Database](#)

[Policies & Procedures](#)

[Web User Guide/Instructions](#)

[Open Jobs](#)

[Open Jobs by Department](#)

**Students**

[Submit an Application](#)

[View/Update My Application](#)

[On The Job Expectations](#)

**Timesheets & Payroll Schedule**

[Work-study Payroll Schedule](#)

[General College Payroll Schedule](#)

**“WORKING for You”**

Looking for work on- campus while you are in school?  
Use the menu on the left to view your on-campus options.

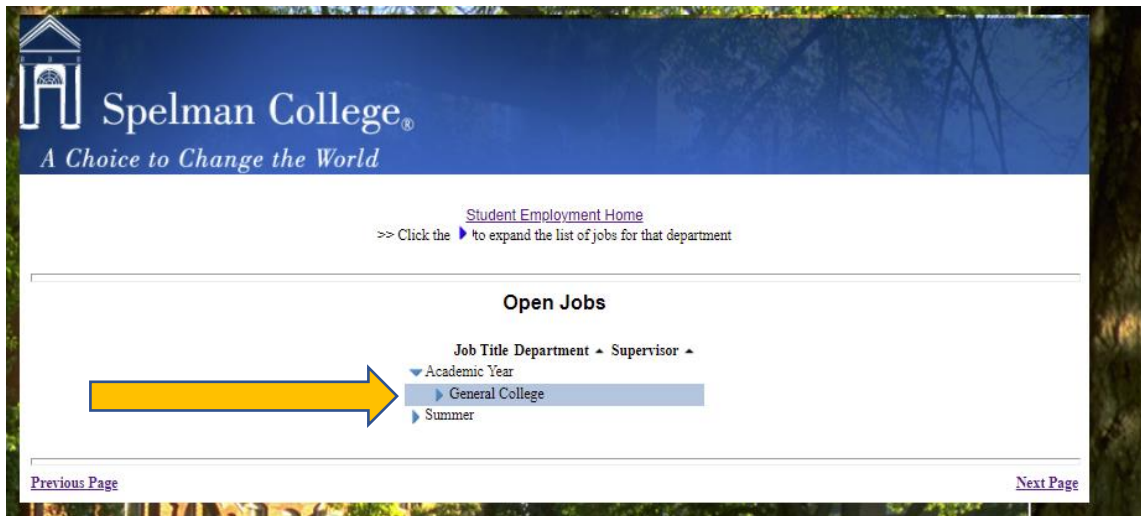
Questions?

Student Employment Web site  
404-270-5270

Technical Assistance  
404-270-5400

Please reference Student Employment database

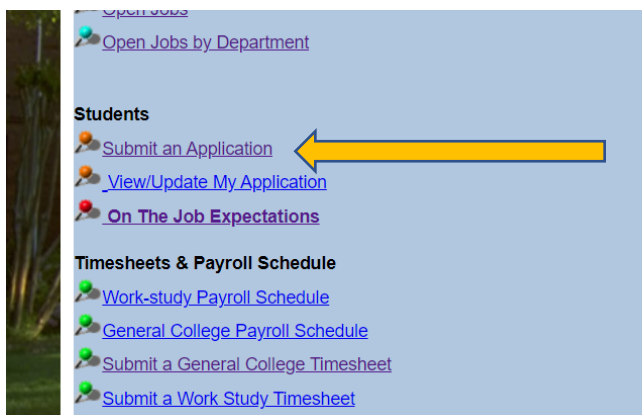
Human Resources  
404-270-5100



5. Click on “Student Employment Home” to go back to the Student Employment homepage.



6. Click “Submit an Application”



Looking for work on- campus while you are in school?  
Use the menu on the left to view your on-campus options.

Questions?

Student Employment Web site  
404-270-5270

Technical Assistance  
404-270-5400

Please reference Student Employment database

Human Resources  
404-270-5100

Payroll  
404-270-5170



## Spelman College Student Employment Application

[Student Employment Home](#)

Spelman departments consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status or any other legally protected status.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question must be answered in a complete and accurate manner before any action will be taken

Log# E9LJL

Date Submitted: 05/09/2022 11:48 AM

☐ I am no longer available for employment  
**\*\*THIS WILL REMOVE ALL OF YOUR APPLICATIONS FROM AVAILABILITY. PLEASE DO THIS ONLY AFTER YOU HAVE BEEN HIRED OR IF YOU TRULY WANT TO BE REMOVED \*\***

**Please select all positions of interest. Hold down the CTRL key and click each item.**

(Select Positions)

GA AIM: VR Workforce Training Research Assistant (Innovation Lab)

Innovation Lab Summer Gaming Fellowship (Innovation Lab)

Major Meet-Up Guides (Student Success Program )

**All positions are subject to other duties as needed which may include administrative tasks.**

### Personal Information

Date Available to start:

Maximum hrs per week you are available:

Are you a workstudy student? ☐ Yes ☐ No

First Name:

Last Name:

Middle Initial

Spelman ID/900#  (no dashes or spaces)

- When illness or emergency prevents you from working, you must notify your supervisor well in advance of your usual reporting time. **Never just fail to show up.**
- If you have accepted a job for the semester, your employer will be relying on you even when you have mid-term and final exams. Since you are given your exam schedule in advance, speak to your employer ahead of time if you need to adjust your work schedule during that period. Your primary obligation is that of being a student. Any work schedule you arrange should allow you enough time for classes, study, extracurricular activities, and relaxation. However, once you have made a commitment to work, your supervisor will expect you to fulfill that commitment.
- It is recommended that you work NO MORE THAN 20 hours per week while school is in session.
- Your job satisfaction is equally important. Students are strongly encouraged to quickly work out a solution to any unhappy job situation. Do not allow a situation to deteriorate before seeking assistance.

☐ I have read and understand the above statements.

**Federal I-9 Notice:**

Federal law requires all workers including students complete the Form I-9 to verify identity and employment eligibility within 3 days of starting a job. If the Form I-9 is not completed within 3 days, the individual must stop working. Failure to adhere to this requirement, may result in the College being fined by the federal government.

☐ I have read and understand the Federal I-9 Notice.

Comments: