**Important! This document is the required application form you upload onto Handshake. Please make sure to fill out all questions on the second page of this document, save your work, and upload it onto Handshake (see instructions below) before applying to specific work study postings on Handshake. Thank you!**

**On-Campus Student Employment**

**Process Overview & Application Form (Required)**

**2020-2021 Nichols College On-Campus Student Employment Process Overview**

Thank you for inquiring about how to apply for on-campus student employment opportunities (often referred to as work study). We encourage you to apply to all positions that you are interested in as positions are not guaranteed/fill up quickly. **Please note that each student is allowed to simultaneously hold a maximum of two on-campus student employment opportunities at a maximum of 20 hours per week combined for both positions. Additionally, students cannot earn more than what is awarded on their financial aid letter for federal work study and this amount is for the entire 20-21 academic year. Please plan accordingly.** Here are the instructions on how to apply for an on-campus student employment opportunity at Nichols College:

1. **Login to Paycom and create an account using the link provided. Once you access the link, feel free to click “Create Account” to get started. Link:** [**https://bit.ly/2ExSaJi**](https://bit.ly/2ExSaJi)**. You only need to do this once.**
2. Using the application on the backside of this guide, electronically fill it out regarding your availability/information for the current semester. If you need to access a digital copy of this guide, find the “Resource” section found under the “CareerCenter” tab on the top right hand corner in Handshake. Details about how to login/the toolbar can be found below. You can fill this form out for all positions as this form is meant to be as generic and applicable as possible.
3. Head to the OneLogin area. Please select the icon labeled “Handshake” found in the bookmarks section and on the OneLogin dashboard.
4. If this is your first time logging into Handshake, the system may prompt you to update your profile. Please do this prior to applying for on-campus student employment opportunities.
5. Once you are in the system, head to the “Documents” page which can be found under your name tab on the toolbar on the top right hand corner. You need to upload this completed form.
6. Click “Add New Document” followed by “Select from Computer.” Attach the file and create a Document Name, Document Type (Other Document for the On-Campus Student Employment Application) and hit “Add Document” to finalize.
7. You may want to upload your resume here as well as several positions require a resume (and some may even require a cover letter, etc.). Please note that you may have to come back to the “Documents” center in order to upload additional documents as needed by each office on campus **but the Application Form on the back of this page is used by all departments/only needs to be filled out once.**
8. Head to the “Jobs” area on the toolbar. Under “All Filters” select “On Campus” which will then populate all student employment opportunities. When you select a job, please read through all information provided. If you wish to apply, select “Apply.”
9. Upload your On-Campus Student Employment Application Form that you created in the “Documents” center. Also, upload any additional documents that are required (if applicable).
10. Repeat this process for all positions that you wish to apply for. If it is required that you upload a resume/cover letter and you do not have one, email cpdc@nichols.edu or call (508) 213-2489 to make an appointment. Optimal Resume is available at career.nichols.edu/resources which offers 24/7 assistance with resumes and cover letters.

Updated 8.6.2020

**2020-2021 Nichols College On-Campus Student Employment Application (Required)**

**Did you remember to login to Paycom and create an account using the link provided? Once you access the link, feel free to click “Create Account” to get started. Link:** [**https://bit.ly/2ExSaJi**](https://bit.ly/2ExSaJi)**.** Once complete, please fill this document out as it is a required portion of the Nichols College On-Campus Student Employment Application Process for the 20-21 year. You can use the same application for all positions that you are applying for. You will want to upload a completed copy of this form under the “Documents” section found on the left toolbar in Handshake. We suggest saving it as “2020-2021 Nichols College Work Study Application” as it is required that you upload this document to all online postings that you wish to apply for.

**Application Info & Student Schedule:**

|  |
| --- |
| **Student Schedule**  |
|  | **M** | **T** | **W** | **TH** | **F** | **SAT** | **SUN** |
| 6:00 a.m. – 6:30 a.m.  |  |  |  |  |  |  |  |
| 6:30 a.m. – 7:00 a.m.  |  |  |  |  |  |  |  |
| 7:00 a.m. – 7:30 a.m.  |   |   |   |   |   |   |   |
| 7:30 a.m. – 8:00 a.m.  |   |   |   |   |   |   |   |
| 8:00 a.m. – 9:15 a.m. |  |  |  |  |  |  |  |
| 9:30 a.m. – 10:40 a.m.  |  |  |  |  |  |  |  |
| 10:50 a.m. – 12:05 p.m.  |  |  |  |  |  |  |  |
| 12:05 p.m. – 12:15 p.m.  |  |  |  |  |  |  |  |
| 12:15 p.m. – 1:30 p.m.  |  |  |  |  |  |  |  |
| 1:30 p.m. – 2:15 p.m.  |  |  |  |  |  |  |  |
| 2:15 p.m. – 3:30 p.m.  |  |  |  |  |  |  |  |
| 3:30 p.m. – 4:00 p.m.  |  |  |  |  |  |  |  |
| 4:00 p.m. – 4:30 p.m.  |  |  |  |  |  |  |  |
| 4:30 p.m. – 5:00 p.m.  |  |  |  |  |  |  |  |
| 5:00 p.m. – 5:30 p.m.  |  |  |  |  |  |  |  |
| 5:30 p.m. – 6:00 p.m.  |  |  |  |  |  |  |  |
| 6:00 p.m. – 6:30 p.m.  |  |  |  |  |  |  |  |
| 6:30 p.m. – 7:00 p.m.  |  |  |  |  |  |  |  |
| 7:00 p.m. – 7:30 p.m.  |  |  |  |  |  |  |  |
| 7:30 p.m. – 8:00 p.m.  |  |  |  |  |  |  |  |
| 8:00 p.m. – 8:30 p.m.  |  |  |  |  |  |  |  |
| 8:30 p.m. – 9:00 p.m.  |  |  |  |  |  |  |  |
| 9:00 p.m. – 9:30 p.m.  |  |  |  |  |  |  |  |
| 9:30 p.m. – 10:00 p.m.  |  |  |  |  |  |  |  |
| 10:00 p.m. – 10:30 p.m.  |  |  |  |  |  |  |  |
| 10:30 p.m. – 11:00 p.m.  |  |  |  |  |  |  |  |
| 11:00 p.m. – 11:30 p.m.  |  |  |  |  |  |  |  |
| 11:30 p.m. – 12:00 a.m.  |  |  |  |  |  |  |  |

Please fill out the charts below in order to share your application information, most recent class schedule, commitments, extracurricular activities, etc. It is required that you submit your schedule as each department will see if your availability is a fit for their needs.

|  |  |
| --- | --- |
| Student First Name: |  |
| Student Last Name: |  |
| Expected Graduation Date (Month/Year):  |  |
| Cell-Phone: |  |
| Date Available to Start : |  |
| Major: |  |
| Do You Have Another Job on Campus? |  |

**On the Student Schedule to the left, please place an X for each time/day that you are not available. Thank you.**