

- For on campus positions: Pick up new-hire paperwork (payroll, tax forms, etc.) in Human Resources Popplewell 117
- The I-9 form requires proper identification (most common: Social Security Card and Driver's license) Original documents must be presented for verification. Photocopies are not acceptable.
- All jobs are available through the Student Employment web site:
www.missouriwestern.edu/studentemployment
You must apply online.
Click on **NACELink** Student Alumni log in
Click on Register on the right side of page
Use your G# for student ID
Your e-mail will be your use name

Upload On Campus Jobs Application

- For on campus jobs fill out the application
To access the application Click on **Documents**
Then go to the **Document Library**
Click **MWSU Student Employment Application**
Select **SAVE** the file to your computer, click **SAVE** again
Click **Open**
Fill out application and click on **File** and **Save**
Click **Documents** on the Nacelink page
Click **Add New** and Label Application
Document Type: Resume (default)
Click Browse to locate completed application
Open and Submit

Uploading a Resume for Off Campus Jobs

- Compose a resume and save to computer
- Login to Nacelink
- Click **Documents**
- Label Document
- Find the resume file by selecting **Browse**
- Click **Submit**

Applying for Off Campus Jobs

- Login to Nacelink
- Select **St. Joseph/Kansas City** jobs under the Jobs drop down tab
- Select the desired job
- In the **Application Status** box select the resume
- Click **Submit**

- Please read the job descriptions and requirements for each job and apply only if you meet at least the minimum qualifications.
- Your applications will go directly to the hiring managers who will contact you if you are selected for an interview.
- You must complete all of these steps before you may begin work on campus. If student did not meet the April 1st FAFSA deadline, he/she is not eligible to apply for Federal Work Study until the 3rd week of classes

Student Employment Help Line 271-4286
stuemployment@missouriwestern.edu

MWSU is an equal opportunity employer