

- All jobs are available through the Student Employment web site:  
[www.missouriwestern.edu/studentemployment](http://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 user name

**Upload On Campus Jobs Application**

- Go to Missouri Western's Home Page, click on, **Current Students**, then drop down to **Student Employment**. Click on **On-Campus Application**. Fill out and save Application to your P: Drive (preferably) or any removable media or hard drive.

Go to **NACELink and log in**

Go to **documents tab**

Click **add new** and label application

Document Type (Resume)

Click **Browse to locate completed application**

**Open** and then **Submit**

- 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.

**International student workers**

- International students may be eligible to work **on campus**. They can apply for jobs through NACELink. Once they have received an offer they must apply for a social security card. The supervisor must fill out the on-line form. \*Click on "International Student Work Request" under the supervisor's tab on the Student Employment web page and submit the following information:  
Where the student will work (department or office)  
What they will do (Job title and brief description)  
The start and end date of the job (e.g. August 24-December 5)  
The number of hours per week

- The Student Employment Coordinator will prepare and send a letter requesting a Social Security number for the student. Once the letter is submitted to the Social Security Office, it can take up to 10 working days for the authorization to come through. **An international student may not work until this authorization is received from the federal government and cleared through E-Verify.**

### **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**

### ***JOBS***

- 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 1<sup>st</sup> FAFSA deadline, he/she is not eligible to apply for Federal Work Study until the 3rd week of classes

**Student Employment 271-4205**

**[stuemployment@missouriwestern.edu](mailto:stuemployment@missouriwestern.edu)**

Western is an equal opportunity institution.