

## MISSOURI WESTERN

### Student Employment - Supervisors

#### **Posting On-Campus Positions**

- Go to the Student Employment website : [www.missouriwestern.edu/studentemployment](http://www.missouriwestern.edu/studentemployment)

- Click “**On Campus Job Posting Form**”

Complete form and submit **OR**

Click on **Employer Login**

Click **Register** on NACELink webpage

Login to NACELink

Click on the **Jobs** tab

Click on **Single School Posting**

Click **Add New**

Fill out information regarding position

**Always select: approved at end of page**

Click **Submit**

#### **Viewing Applications**

- Login to NACELink  
Under **Alerts**: the number of applicants will appear (click on this)  
Under the **Documents** category click “R”

#### **Hiring Students**

- **Students must go to Human Resources** and complete new hire paperwork:  
W-4 (Federal Tax), W-4 (Missouri Tax),  
I-9 documentation, Etc.
- **I-9 documentation requires that original documents** are seen: social security card, birth certificate, driver’s license, passport, etc.

- **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 (office/dept.)

What they will do (Job title and description)

The start and end date of the job

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.**

Department goes to Human Resources and completes the **Student Employment Authorization** form

Human Resources will issue a “**Work Release**” form. **The student must sign this in order to begin work.** Any work performed by the student prior to the date on the release will be considered voluntary and not eligible for pay.

In order to discipline, reprimand or terminate a student: refer to the Student Employee Handbook at:

[www.missouriwestern.edu/studentemployment](http://www.missouriwestern.edu/studentemployment)

**Student Employment 271-4204**  
[stuemployment@missouriwestern.edu](mailto:stuemployment@missouriwestern.edu)

*Western is an equal opportunity employer*