

# **STUDENT USER GUIDE – JOBS**

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## Getting Started

The Student Employment office now handles all student employment on campus. The Student Employment Web service is here to help students and employers in the job posting and hiring process. With this tool, you will be able search for jobs, receive emails about new openings, and apply for positions.

Before you can be hired for any position on campus, you must make sure you have an I-9 and W-4 form on file with the Student Employment Office.

- To download the I-9 and W-4 forms you must go through your myNEU account, then the “Self Service” Tab, then on to the “Student Employment” link. Continue on to the “Information for Students” and finally proceed to click on the “student forms” link.

✎ Please make note of the appropriate documentation necessary to hand in these forms and bring them with you upon submission.

✎✎ You must complete and submit all documents in person.

### ► Features for Students

- *Search for jobs:* use any number of criteria to find jobs; receive automated email when preferred jobs become available; review history of job positions and hiring to get a better understanding of the University’s student employment needs.
- *Apply online:* Enter information and instantly submit it to prospective employers.
- *Complete and Submit Weekly Timesheets Online:* see **Student User Guide – Timesheets.**

These new services use a Web interface and are designed, like other Web sites, to be self-explanatory. Additional help on each Web page can be accessed by clicking these icons:

The instructions contained in this document will explain step-by-step both the process of searching for jobs and applying online, as well as the software itself. Please do not hesitate to e-mail any questions to StudentEmployment@neu.edu.

To begin using the myNEU portal, by typing in the following address into your internet browser’s address bar.

<https://www.myneu.neu.edu>

## **Federal Work-Study Basics**

### **IF YOU DO NOT HAVE WORK-STUDY THEN PLEASE SKIP THIS SECTION AND GO TO PAGE #7 FOR GENERAL STUDENT EMPLOYMENT INSTRUCTIONS**

If you are not sure if you have Work-Study then please refer to your Offer of Student Financial Assistance.

#### **▶ Recipients of Federal Work-Study**

- Notification of Federal Work-Study is indicated through your financial aid award letter.
- The Work-Study authorization amount listed on your award letter is the maximum amount you can earn for a semester.

#### **▶ Federal Work-Study Authorization Levels**

- Federal regulations stipulate that Work-Study students are not allowed to earn wages through the Work-Study program that exceed allocation awarded by Financial Aid.
- This means that if you are awarded \$1000.00 in Federal Work-Study funds, \$1000.00 is the **maximum** amount which can be earned during that specific semester.
- Once you have earned your allotted award you must stop working immediately.
- You are responsible for monitoring your earnings/hours worked.

#### **▶ Federal Work-Study Pay Rates**

- Your pay rate is based on the job you are performing.
- Since your Work-Study award is of a finite amount, your pay rate determines the number of hours that you are able to work.
- In order to determine the number of hours you may work for the semester, divide your Work-Study authorization amount by your hourly pay rate, and then by the number of weeks in the semester or the number of weeks during the semester that you wish to work.

#### **▶ Federal Work-Study Regulations**

- You may work a **maximum** of twenty hours per week.

**🚫 ! Exception!** You may work more than twenty hours on finals week and break week. This exception only applies if you have the available funding from your Federal Work-Study award.

## ► Federal Work-Study Registration

- You must be hired every semester. Even if you are working the same position
- To apply for hire:

### 1. Log in to your MyNEU account.

Secure Access Login

myNEU Username:

myNEU Password:

[myNEU Privacy Policy](#)

[Forgot your password?](#)

[Having problems logging in?](#)

Welcome to myNEU.

This site provides the Northeastern University student, faculty and staff communities with access to a growing number of on-line services.

**NU continues climb in U.S. News rankings**  
Learn more

Are you using a pop-up window blocker? If you are, you won't be able to access all of the services available on myNEU. Please disable your pop-up blocker while you are using myNEU so that you can use our online services.

How do I get a myNEU username and password?

Make this my homepage.

Learn how to make your browser load this page on startup.

Take a tour?

Access a limited version of this site.  
Login: neustudent  
Password: husky

**!** Campus Alerts

[From NU IT Security: SpamCop Blacklist Alert - Attention is Required](#)

### 2. Click on “Self-Service”

myNEU

Northeastern UNIVERSITY

Welcome Lawrencia C Bannis

You are currently logged in.

myNEU Central Self-Service InfoChannels Co-op / Career Services Library

### 3. Under the “Work Resources” click on “Student Employment”

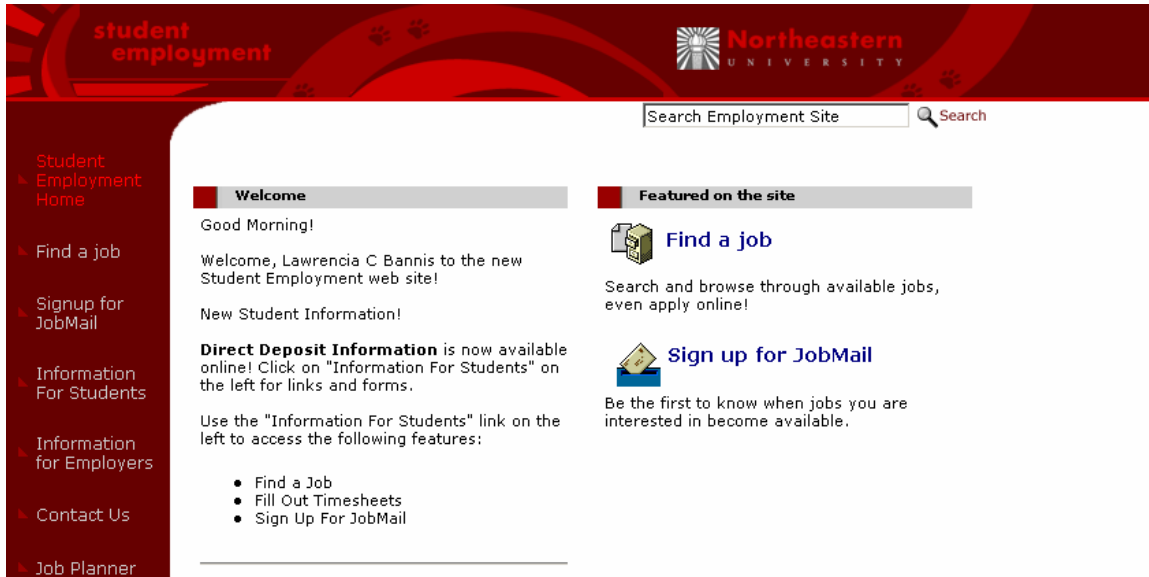
Work Resources

**My Paycheck**

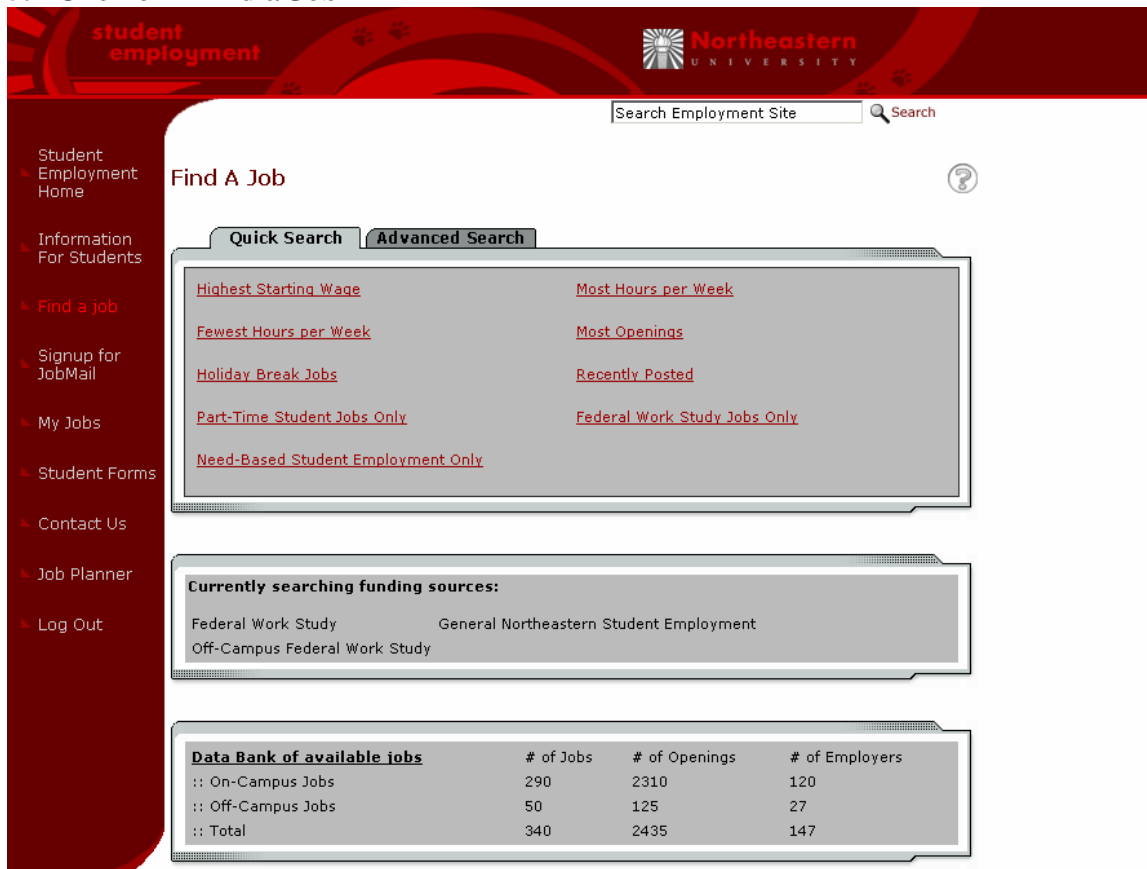
**Student Employment**  
Search and apply for part-time student employment opportunities including Federal Work-Study positions.

**HuskyCareerLink**  
Information on job listings, seminars, and other recruiting events.

**4. Click on “Information for Students”**



**5. Click on “Find a Job”**



**6. Search the Student Employment data base to find a job that is suitable to you, and apply for the job.**

The screenshot shows the Northeastern University Student Employment website. The header includes the 'student employment' logo and the Northeastern University logo. A search bar is located at the top right. On the left, there is a navigation menu with options like 'Student Employment Home', 'Information For Students', 'Find a job', 'Signup for JobMail', 'My Jobs', 'Student Forms', 'Contact Us', 'Job Planner', and 'Log Out'. The main content area displays 'Job Details' for a 'Student Employment Office Assistant' position. A prominent red warning message states: 'IMPORTANT: Do NOT apply for this job unless you are eligible for Federal Work Study. Only Federal Work Study students will be hired for this position. If you are unsure of your work study status, please check your financial aid award on MyNEU.' Below this, there is a link to 'Click here to apply for this job' and a table of job details.

<b>Student Employment Office Assistant</b>	
<b>IMPORTANT: Do NOT apply for this job unless you are eligible for Federal Work Study. Only Federal Work Study students will be hired for this position. If you are unsure of your work study status, please check your financial aid award on MyNEU.</b>	
<a href="#">Click here to apply for this job</a>	
<b>Employer</b>	Student Financial Services
<b>Employer Type</b>	On Campus
<b>Category</b>	Clerical
<b>Job Type</b>	On-Campus Jobs
<b>Job Description</b>	Assist office manager and/or supervisory staff with projects and tasks requiring personal initiative and minimal supervision. Manage front desk: answering mainline, data entry, assisting staff with special projects such as orientation and registration. Assist with the weekly processing of payroll. Provide customer service to students and staff.
<b>Job Requirements</b>	MS Word, Excel experience, some office experience. Willing to train in all other necessary system knowledge.
<b>Hours</b>	20.0 hours per week
<b>Job Funding Source</b>	Federal Work Study
<b>Hourly Rate</b>	\$8.75/hour to \$9.25/hour
<b>Primary Contact</b>	Carolyn Jordan Wilkinson
<b>Primary Contact's Email</b>	c.jordan@neu.edu
<b>Work Location</b>	354 Richards Hall
<b>Phone Number</b>	617-373-3200
<b>Fax Number</b>	617-373-8735

7. Take note of the positions you apply for, so you will have the contact information for each employer.
8. You will receive an e-mail from the department that you applied to indicating if you have been hired.
9. You will then receive an e-mail from the Student Employment site confirming the approval of your hire.
10. At this point the hiring process is complete and you can begin to work.

▶ **When to begin working**

- Do not begin to work until the hiring process is completed.
- Shortly after the hiring process has been completed you will log back on to the system through your myNEU account to complete your time sheet

▶ **Changing Federal Work-Study positions**

- You may change jobs at any time but in order to do so you must contact the Student Employment Office and inform them.
- After you inform the Student Employment Office you then go through the online job finding process again and register.

## General Student Employment Basics

► In regards to part-time positions on-campus, students must go through the application process and apply specifically for part-time positions. Any student that applies for a Federal Work-Study position that was not awarded Federal Work-Study will be rejected for that position. Students must complete the hiring process for all part-time non work-study positions.

## General Student Employment Registration

- To begin the hiring process.
  1. Log in to your MyNEU account.

2. Click on “Self-Service”

**3. Under the “Work Resources” click on “Student Employment”**

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## Work Resources

**My Paycheck**

**Student Employment**  
Search and apply for part-time student employment opportunities including Federal Work-Study positions.

**HuskyCareerLink**  
Information on job listings, seminars, and other recruiting events.

**4. Click on “Information for Students”**

Search Employment Site

Student Employment Home

Find a job

Signup for JobMail

Information For Students

Information for Employers

Contact Us

Job Planner

**Welcome**

Good Morning!

Welcome, Lawrence C Bannis to the new Student Employment web site!

New Student Information!

**Direct Deposit Information** is now available online! Click on "Information For Students" on the left for links and forms.

Use the "Information For Students" link on the left to access the following features:

- Find a Job
- Fill Out Timesheets
- Sign Up For JobMail

**Featured on the site**

**Find a job**

Search and browse through available jobs, even apply online!

**Sign up for JobMail**

Be the first to know when jobs you are interested in become available.

**5. Click on “Find a Job”**

Search Employment Site

Student Employment Home

Information For Students

Find a job

Signup for JobMail

My Jobs

Student Forms

Contact Us

Job Planner

Log Out

### Find A Job

Quick Search
Advanced Search

[Highest Starting Wage](#) [Most Hours per Week](#)

[Fewest Hours per Week](#) [Most Openings](#)

[Holiday Break Jobs](#) [Recently Posted](#)

[Part-Time Student Jobs Only](#) [Federal Work Study Jobs Only](#)

[Need-Based Student Employment Only](#)

**Currently searching funding sources:**

Federal Work Study      General Northeastern Student Employment

Off-Campus Federal Work Study

<b>Data Bank of available jobs</b>	# of Jobs	# of Openings	# of Employers
:: On-Campus Jobs	290	2310	120
:: Off-Campus Jobs	50	125	27
:: Total	340	2435	147

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6. Search the Student Employment data base to find a job that is suitable to you, and apply for the job.

The screenshot shows the Northeastern University Student Employment website. The header includes the 'student employment' logo and the Northeastern University logo. A search bar is visible with the text 'Search Employment Site' and a magnifying glass icon. On the left, a navigation menu lists options like 'Student Employment Home', 'Information For Students', 'Find a job', 'Signup for JobMail', 'My Jobs', 'Student Forms', 'Contact Us', 'Job Planner', and 'Log Out'. The main content area is titled 'Job Details' with a question mark icon and a link to '[Return to search results]'. The job details are presented in a table format:

<b>Proctor</b>	
<a href="#">Click here to apply for this job</a>	
<b>Employer</b>	Residential Security
<b>Employer Type</b>	On Campus
<b>Category</b>	Safety and Security
<b>Job Type</b>	On-Campus Jobs
<b>Job Description</b>	Monitors front-door access to residence hall to help ensure the safety of residents. ·Use of access control system to confirm residence status and secure entry. ·Maintains access control into all residence halls. ·Maintains written a log of guests and incidents relative to station. Assists in the monitoring of multiple building alarm systems. ·Provides customer service to residents and guests regarding Northeastern services ·Provides a conduit for residents to contact Residential Assistants and Professional Staff during non-office hours. ·Interaction with Northeastern University Police and Public Safety officers, Housing Services personnel, and Professional Staff on a regular basis.
<b>Job Requirements</b>	·Must be able to communicate effectively in English, both spoken and written ·Some training required. ·Flexible hours, 24/7 coverage. ·Roll Call attendance
<b>Hours</b>	8.0 to 20.0 hours per week
<b>Job Funding Source</b>	General Northeastern Student Employment
<b>Hourly Rate</b>	\$7.75/hour to \$8.25/hour
<b>Primary Contact</b>	Thomas Cote
<b>Primary Contact's Email</b>	t.cote@neu.edu
<b>Work Location</b>	106 St. Stephen St. Residential Safety Office
<b>Phone Number</b>	2232
<b>Fax Number</b>	

7. Take note of the positions you apply for, so you have contact information for the employers.
8. You will receive an e-mail from the department that you applied for indicating if you have been hired.
9. You will then receive an e-mail from the Student Employment site confirming your approval of your hire.
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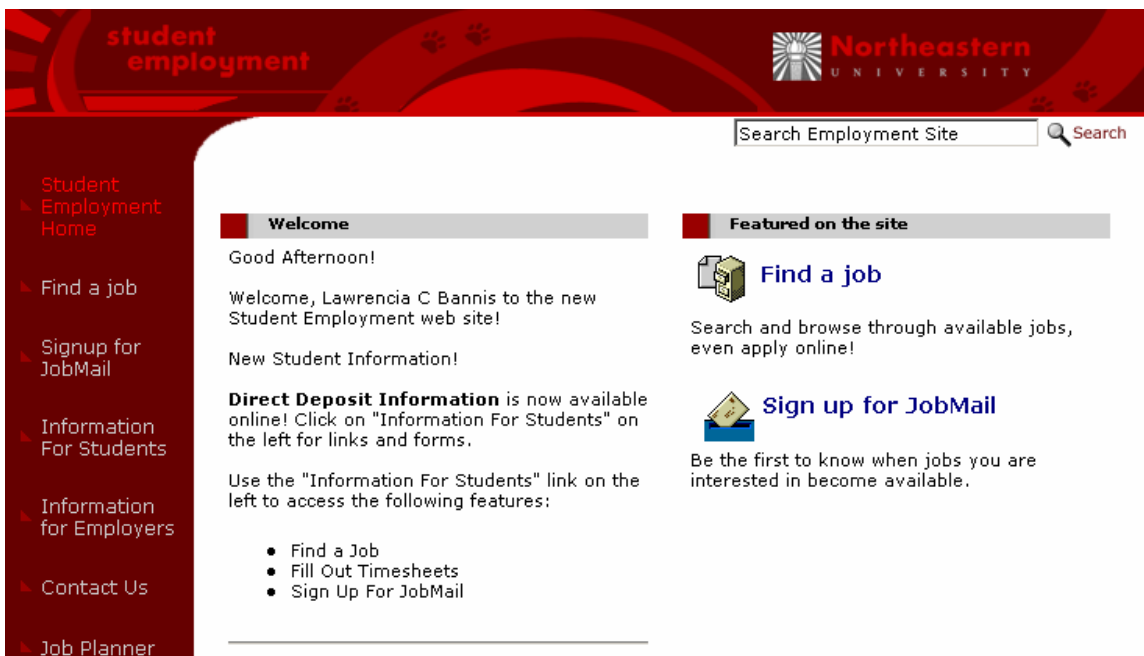
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- After you inform the Student Employment Office you then go through the online job finding process again.

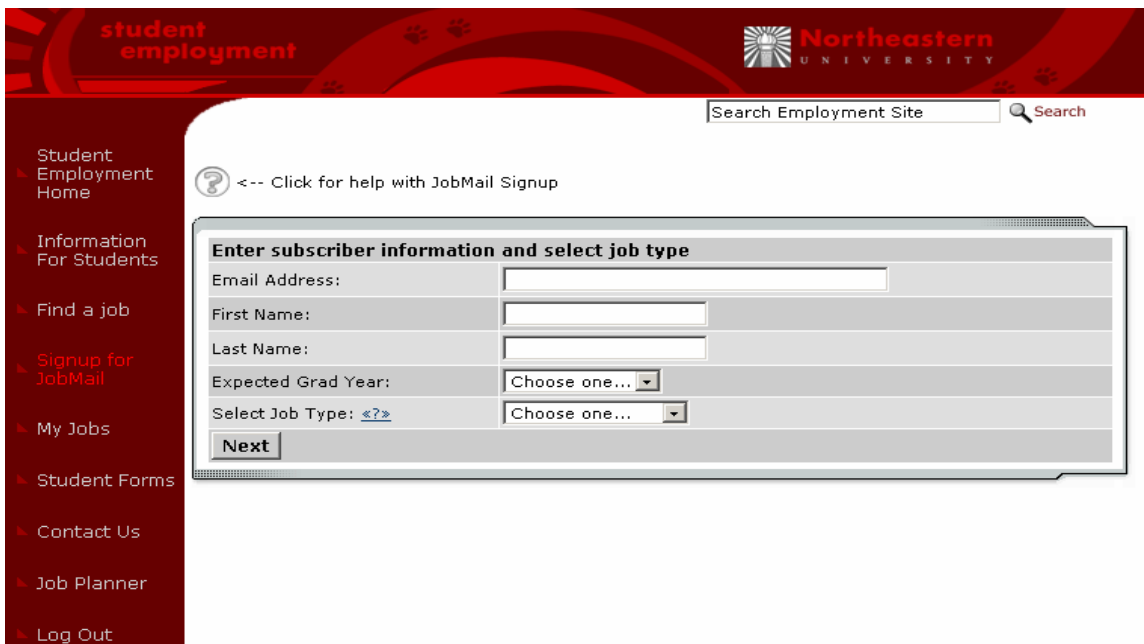
## JobMail

### ▶ Signing Up for JobMail

- The JobMail system allows you to "subscribe" and receive e-mails when a new job is added or significant changes are made to a job.
- To subscribe to JobMail,
  - Log into your myNEU and log onto the Student Employment Site.
  - Then click on “Signup for JobMail”



- Then enter your personal information on the page, then click the "Next" button.



- Your e-mail address will **only** be shared with those employers that you select.
- On the second page, select criteria to customize the types of job postings that automatically trigger e-mails to you.
- You can choose criteria by selecting any items you wish to add from the left side (or unselected) list box and clicking the "Add" button to move it over to the right side (or selected) list box.

- After you have selected all the items you wish to include in your JobMail subscription, click the "Finish" button to subscribe.
- You may subscribe more than once to receive multiple different JobMail preference combinations.

### ► JobMail Page

- The JobMail Display page allows you to review, edit, or delete your current subscription(s); or add a new subscription.
- You may only create as many subscriptions as there are Job Types.
- If you do not yet have a subscription for all job types, you are first presented with the option to create a new subscription.
  - If you do have subscriptions for every job type, you will not see this option.
- To add a new subscription, select the job types you would like to add the subscription for, and click the "Continue" button.
- You will go to the same page you saw when creating your first subscription.
- There you can select criteria that will make up your new subscription.
- Next, on the JobMail Display page, you should see your subscriber profile information.

- If you would like to edit your profile, click the "Edit Your Profile" button.
  - You cannot edit your email address.
- When you are done changing your profile, click the "Update" button.
- Finally, on the JobMail Display page, you should see all your active subscription.
- Each subscription is labeled by the job types it is associated with.
- The details of the subscription are also displayed, grouped by the type of criteria they fit into (i.e. "Category", "Time Frame").
- You also have the option to edit or delete a subscription.
- Just click the "Edit this subscription" or "Delete this subscription" links to perform that action.
- **WARNING:** There is no confirmation if you delete a subscription. It will be deleted immediately.

## **Equal Opportunity Policy**

- Northeastern University is committed to providing equal opportunity for all students in those matters involving admission, registration, and official relationships with students.
- In addition to practicing policies of nondiscrimination, the University takes affirmative action in the recruitment of students.

The University Affirmative Action office is located at 424 Columbus Place. They can be reached at 617.373.2133.

## **Student Employment Office Contact Information**

Student Employment Office  
354 Richards Hall  
Northeastern University  
360 Huntington Avenue  
Boston, MA 02115-5000

Phone: 617.373.3200

Facsimile: 617.373.8735

Email: [studentemployment@neu.edu](mailto:studentemployment@neu.edu)