

On Campus

Employement



Terms

As an F1/J1 student, you are eligible to work on campus

- International students are permitted to work up to 20 hours/week
- Up to 40 hours/week during break periods

Requirements

- You must be enrolled full-time during the fall and winter semesters
- Have a SSN (Social Security Number)

Benefits of Working On Campus

- Establishing a work history to include on your resume
- Acquiring employment references
- Developing contacts to assist with your full-time job search
- Experiencing less debt upon graduation
- Becoming a more integrated member of the on- and/or off-campus community
- Meeting new people

Application Process

1. Apply for a Job
2. Receive a job offer and have your supervisor fill out the [F1 Letter](#) or [J1 Letter](#) offer letter.
3. Make an appointment with the International Programs Office to complete the Social Security Application Process. You need the following documents to apply for a SSN:
 - Social Security Application
 - I-20 or DS 2019
 - Passport
 - Visa
 - [I-94](#)
4. Complete the W-2, W-4, W-9 forms at HR department (Bring your I-20 and passport)
5. Start Working!

Employment Resources

Career Services

This website provides resources and services to assist you with career placement. You can find listings of full-time jobs, part-time jobs, summer jobs, internships, and other jobs both on and off-campus. You will also find helpful advice on preparing a resume, interviewing and more.

Online Resume System

This system will allow you to automatically upload your finished resume onto the Career Services website for employers to view. Key features of this new service include: Keyword search, user edits, and up-to-date files. You can update your resume in the system at any time.

Human Resources

If you work on-campus, the Human Resources website is a valuable resource where you can find answers to your payroll questions. On the payroll page, you will learn about payroll dates, setting up direct deposit, using the Ultra Time System and other helpful information. Make sure you know the facts so you can get paid in a proper manner.

Finding a Job

- **Handshake - Career Services' online career platform**
 1. Log into [MyNMU](#) and click on 'Handshake' under the 'Student Services' tab
 2. In Handshake, click on 'Jobs,' then 'On-campus'
 3. For a list of tutorials and Frequently Asked Questions, click [here](#).
- **Housing & Residence Life and Recreational Sports applications can be found [here](#). Turn these applications into the department in which you are applying.**
- **Job postings for Dining Services, the Educational Access Network and the HelpDesk can be found [here](#).**
- **Work for a specific department - Click [here](#) for a list of departments and their contact information so that you may contact them directly.**

Questions?

You can contact us at ipo@nmu.edu or 906-227-2510.

