How to: Student Employment
• Go to www.ferris.edu
• Click MyFSU at the top of the screen
Log in with your username and password
Once logged in, click on the “Student” tab.
Once in the student tab, select the “Life @ FSU” icon.
Click on ‘Local and On Campus Job Postings’
Click on 'Sign In for Job Search'
Again, log in with your MyFSU username and password.

*Depending on the browser you are using, a new window may open or your current page will load to this (Same for the following pages).
If this is your first time entering the job website, you will automatically be brought to this page to set up your profile.

Once you have saved your information, you will then be able to look at the jobs available.
If this is not your first time logging into the site, you will be brought to the home page.

The first thing you should do is click on ‘Update Profile’
This is the section where you can update all your personal info, along with employment history. Employers have access to this information so it is important to make sure it is complete.

Do NOT forget to hit UPDATE at the bottom of the page!
Once you hit ‘Update’ it will bring you to this page.

Click ‘home page’ to go back to the Student Employment’s homepage

Your information has been successfully updated

You are being redirected back to the home page. If you encounter any problem use the link to get to the home page.
Now you can click on ‘View Academic Year Jobs’ and you can begin looking at the available postings on campus for the Fall and Spring semesters.
Or you can click on ‘View Summer Jobs’ and you can begin looking at the available postings on campus for the Summer semester only.
This is an example of what you might see, depending on which option you chose. Also whether or not you have work study will affect the number of jobs you may be able to see.

When you see one that you are interested in, click on either the ‘Job ID’ or ‘Job Title’

For an example, we will click on the Clerical General job.
When you click on the Job’s ID or Title, it will bring you to this page.

If you wish to apply for this job, click on ‘Print job Referral/Application’ at the bottom of the screen.
This application shows an example of what it would look like for a student that does not have work study

Complete the 'Student's Class Schedule' section by X-ing out the times you are in class, allowing a potential employer to see when you are available to work.

When you have completed the application, print out BOTH pages, and submit to the employer listed at the bottom of the page.
This application shows an example of what it would look like for a student that does have work study.

Fill the application out the same way instructed in the previous slide. X-out the times you’re in class, print BOTH pages, and bring to the employer listed at the bottom.
Do NOT forget to sign AND date the application before submitting it.
What to do After Submitting an Application for Student Employment

It is important to note the name and address of the person you delivered the form to for future reference. If you do not hear back from them within a reasonable time frame, you should follow up to ask the status of your application.
OFF CAMPUS JOB POSTINGS
Just like with On Campus jobs, click on either the ‘Job ID’ or ‘Job Title’

Again, for example, we will click on the first job listed

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Job Title</th>
<th>Job Description</th>
<th>Employing Area</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1632</td>
<td>Camp Counselors</td>
<td>Looking for quality camp counselors for this upcoming season (June 24 - Aug 18).</td>
<td>VFW Camp Trotter for Children</td>
<td></td>
</tr>
<tr>
<td>1625</td>
<td>Campground Positions</td>
<td>Local waterfront camping resort is seeking: Friendly, fun and motivated students possessing a businesslike attitude and appearance, a team player, to fill seasonal PIT positions for the 2013 camping season. Guest Services, Maintenance, Activities etc.</td>
<td>TBD April - Sept.</td>
<td></td>
</tr>
<tr>
<td>1637</td>
<td>Church Youth and Family Director</td>
<td>Church Youth and Family Director</td>
<td>Immanuel Lutheran Church</td>
<td>20 hours per week</td>
</tr>
<tr>
<td>1626</td>
<td>Event Host</td>
<td>The Event Host is responsible for all aspects of an assigned event from set up, to greeting the guests, coordinating the food service, managing the itinerary, and making sure all areas are closed and secure after the event.</td>
<td>Salvation Army Kroc Center</td>
<td>TBD</td>
</tr>
<tr>
<td>1635</td>
<td>Home Health Aide</td>
<td>Caring for 29 year old male in Big Rapids area. Male preferred, non smoker</td>
<td></td>
<td>Nights/Weekends</td>
</tr>
<tr>
<td>1333</td>
<td>Mackinac Island/City Seasonal Positions</td>
<td>Multiple summer positions including Grounds/Maintenance, Tour Guides, Guest Service Representatives, Interpreters etc.</td>
<td>Mackinac Historic Parks</td>
<td>Summer Starting in May</td>
</tr>
<tr>
<td>1627</td>
<td>Overnight Associate</td>
<td>Responsible for replenishing and relocating merchandise on and off the sales floor. Some essential duties include organizing and maintaining stockroom reserve areas according to company policy; processing inbound and shipping outbound freight.</td>
<td>Kmart Corp. Greenville MI</td>
<td>Flexible, Some Weekends</td>
</tr>
<tr>
<td>1628</td>
<td>Property Inspections</td>
<td>Property Inspections USA based in Oak Park is looking for people to work in the Mecosta/Newago county area to inspect/photograph vacant properties etc. Must have own transportation and it is very beneficial to have a Smartphone/Tablet to submit photos.</td>
<td>Property Inspections USA</td>
<td>TBD</td>
</tr>
<tr>
<td>1624</td>
<td>Summer Camp Staff</td>
<td>Camp Concordia Owen Mi and other Lutheran Outdoors Ministry Association Camps</td>
<td>Camp Concordia and NLOMA Camps</td>
<td></td>
</tr>
<tr>
<td>1638</td>
<td>Summer Camp Staff</td>
<td>Opportunities Unlimited for the Blind summer camp is looking for lifeguards, counselors and other positions for this summer camp season. Experience working with blind</td>
<td>Opportunities Unlimited</td>
<td></td>
</tr>
</tbody>
</table>
Different steps are taken to apply for off campus jobs. Some require a phone call, e-mail, or an online application.

The ‘Other’ box is a very important spot to check for what is required from you to apply.
Best of luck with your employment search here at Ferris State University!

If you have questions or comments please contact the Student Employment Office at (231) 591-2012.