



Steps to Obtaining an IWA or GSP Position

You may obtain an Institutional Work Aid (IWA) or Grants and Sponsored Programs (GSP) position by completing the following steps:

1. View the IWA and/or GSP job opportunities on Student Employment web page and contact the hiring supervisor of the department that you are interested in working to schedule an interview.
2. If supervisor chooses to hire you, they will complete a **Personnel Action Request Form (PARF)** which has to be approved before you can complete the next step. Supervisor will contact you when the PARF has been approved.
3. Supervisor will provide you with a **Request to Hire Student Employee form** and the **PARF**.
4. Take the online Student Employment Orientation quiz and pass with 100%. Print certificate.
5. Complete an application packet which can be obtained from Student Employment Program's website.
6. You must bring the following documents to Office of Career Services.
IMPORTANT: If you do not have all documents, you must follow-up with your supervisor. You CANNOT sign your contract. Our office will not hold onto any documents. All unaccompanied documents will be discarded.
 - a) A completed Request to Hire Student Employee form
 - b) Approved PARF (retrieve from Supervisor)
 - c) Online Certificate from Orientation quiz
 - d) Completed Student Employee Application packet along with two (2) pieces of valid identification (U.S. passport **or** photo I.D and social security card or birth certificate)
7. Now you're ready to sign your Student Employee Contractual Agreement to begin work.