



Things to Know About Finding A Job On Campus

Important Dates

August 23-24

Information meetings for students interested in on-campus employment will be held from 4:00-4:30 p.m.

August 25-26

Visit the Career Planning and Development Center for help with your résumé before the career fair.

August 27

On-Campus Employment Career Fair will be 11:30 a.m. to 1:00 p.m. in the Andorfer Commons Dining Hall.

August 27 & September 3

Paperwork processing in human resources for new student employees.

Things to Bring

All newly hired student employees on campus must have their paperwork completed and processed by human resources before their first day of work. Be sure to bring the following documents to campus to prove who you are and that you are eligible to work in the United States.

To prove who you are, you will need one of the following:

- > Driver's license or government-issued ID
- > Student ID
- > Voter registration card

And then to prove you are eligible to work in the U.S., you will need one of the following:

- > Social Security card
- > Birth certificate

Or one of the following documents will prove both your identity and your work eligibility:

- > U.S. Passport
- > Permanent Resident Card

Want More Information?

Visit www.IndianaTech.edu and navigate to the human resources section under About Us for student job postings and the *On-Campus Student Employment Handbook*, contact the

Career Center at
422-5561 x (1)2217
or visit us in Andorfer
Commons.