



Student Employment

Over 1,400 students work on campus at SMU throughout the course of each year. In positions all across campus that vary from office clerks, library clerks, dining hall and coffee shop help, research assistants for faculty members, website designers, intramurals referees, graders, lifeguards and more.

Student jobs at SMU (Federal Work Study and non-work study) are Direct Hire – students must apply to each job they are interested in and candidates are selected directly by the department.

Step 1) Apply for jobs on campus

- MustangTRAK Job Board (www.myinterfase.com/smu/student)
- Departmental Websites (visit the Student Employment Website for more information!)
- Make an appointment with the Student Employment Coordinator (stu_employ@smu.edu, 214-768-3384, Blanton 119)

Step 2) Interview – make sure your interview skills and resume are up to date and impressive with help from the Hegi Family Career Center!

- Hegi Family Career Development Center: 200 Hughes-Trigg Student Center
smu.edu/career, 214-768-2266

Step 3) Accepting a job

- Your supervisor will help you set up your schedule based on the shifts available and your class schedule
- Your hiring department will provide you with the New Hire paperwork required from all new student workers: I-9 Work Authorization, W4 Tax Form, Direct Deposit Form. Student will be required to visit the HR department to complete the I-9 form.
- Student workers (including Federal Work Study and all regular work programs) are paid biweekly through SMU Payroll

Step 4) Go to work!

- Remember, a work study job or regular student job is just that, it's a job! It is your responsibility to learn the position, to show up on time, and to communicate with your supervisor when you have questions or need time off to study or go out of town.
- SMU student jobs are a great opportunity for you to learn time management, communication and customer service skills, teamwork and more. If you have a question about your responsibilities, make sure to ask to your supervisor!
- SMU Student Workers should *never* be clocked in at work during a registered class time, and all student positions are *part-time* positions. **Please schedule your work hours and class hours carefully to make sure you are balancing all aspects of your University life!**

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Federal Work Study Information

The Federal Work Study (FWS) program is a need-based work opportunity. Students who are eligible for FWS can apply for on or off-campus work study jobs, and earn their FWS award as hourly wages.

- Eligibility for the FWS program is based on financial need, determined by the Financial Aid Office *each year* once a student has submitted a FAFSA. Eligible students will see the FWS award listed as part of their Financial Aid package (you can review your eligibility by logging into Access.SMU)
- Accepting the FWS award in your financial aid package indicates that you intend to apply for and participate in FWS. Being eligible for FWS does not guarantee you a job, and there is no obligation to participate even after you accept the award.
- A FWS award is not guaranteed – it indicates a student’s eligibility to apply for jobs classified as “federal work study”. **The FWS award is earned as hourly wages, and paid directly to the student via biweekly paycheck.** (FWS earnings do not disburse to the student account)
- Any student job on-campus at SMU can be hired as Federal Work Study (please indicate that you are FWS eligible when you apply). We also have an off-campus Tutoring and Community Service Program open to our FWS eligible students, more information can be found online through the Student Employment Website.

Additional Information

Undergraduate Research Assistantships (URA) – www.smu.edu/ugradresearch/ura.asp

The URA program provides paid opportunities for UG students to work directly with faculty members on research projects – URA positions are available in all disciplines across campus and create valuable hands-on experience for students seeking to further their knowledge outside of the classroom.

Residence Life and Student Housing (RLSH) – www.smu.edu/housing/employment

RLSH hires students as desk attendants in each housing facility and also as Resident Assistants. Application information online or call 214-768-2407 for details.

Dedman Center for Lifetime Sports – www.smu.edu/recsports/dedman/employment.asp

Dedman Rec has many opportunities for students: desk attendants, lifeguards, personal trainers, Intramural Officials, etc.

SMU Tele Pony – <http://smu.edu/alumni/events/defaulttelepony.asp>

Tele-Pony callers reach out to undergraduate and graduate alumni to share updates about SMU. They also call alumni celebrating their Reunion year, as well as parents of current students and recent graduates. Apply online or call 214-768-2758 for details.