

# How to: Student Employment





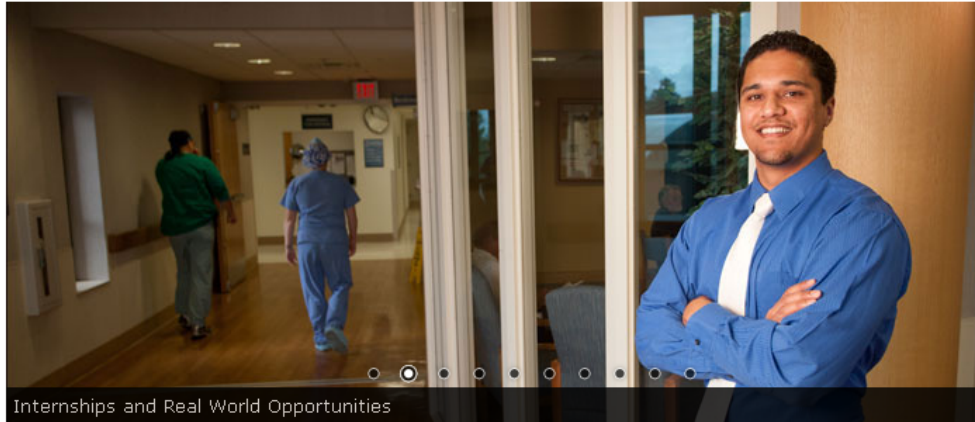
•Go to  
www.ferris.edu

•Top, right corner:  
click on 'MyFSU'

### Admissions & Aid

- Admissions
- International Admissions
- Free Online Admission Form
- Financial Aid
- Scholarships
- Transfer Services Center
- Tuition Rates
- Visit Ferris
- Visitors Information

**Sign Up for Dawg Days**  
**Sign Up for Orientation**



### University News & Events



#### 'Miracle on Ice' Captain to Headline Foundation Gala Benefit (Nov. 2)

The captain of the famed 1980 U.S. Olympic hockey team, Mike Eruzione, will bring the "Miracle on Ice" to The Ferris Foundation Gala Benefit on Friday, Nov. 2 at the JW Marriott in downtown Grand Rapids.

- President Eisler to Host Budget Forums on Campus (Oct. 23 & 25)
- Four DCCL Members Nominated for Future Leaders Award
- Faces of Ferris: DeeDee Stakely
- Renown Political Pundit Skubick to Discuss Election Issues (Oct. 23)
- Cruze to Speak on Student Loan Debt, Financial Literacy (Oct. 27)
- 'Syd Mead: Progressions' Exhibit to Debut at Kendall (Oct. 23)
- University Center Renovation Information
- Week in Pictures (October 12)

### Ferris Links

- Academic Colleges and Units
- Degrees and Majors
- University Events Calendar
- Contact Information
- Directories & Maps
- Ferris Catalog
- President's Office
- Mission, Core Values & Vision
- Employment
- Arts & Entertainment
- FLITE Library
- My Tech Support

### Diversity Initiatives

- Diversity & Inclusion Office
- Latino Studies
- Multicultural Students
- Office of International Education

Quick Links

### Video Feature



### Budget and Performance



Transparency Reporting



# MyFSU

## Login

**Technology Service Maintenance**  
**Thursday, October 18, 2012 beginning at 10:00 PM and may continue until 2:00 AM.**  
Systems that will be unavailable include, but are not limited to:  
MyFSU, FerrisConnect, Student Services, Faculty Services, Employee Services, Banner INB, MyDegreeNovell, and wireless access.

User Name:

Password:

Login

Cancel

*Alternative Login for Screen Readers*

- » [Course Search](#)
- » [Registration and Academic Guide](#)
- » [Order Official Transcripts Online](#)
- » [Ask the records office a question](#)
- » [FERPA Staff Reference Sheet](#)

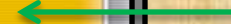
- » [Need support from TAC?](#)
- » [Having Problems Logging In?](#)
- » [Change Your Password](#)
- » [FSU Computing ID and Initial Password](#)
- » [List of Supported Browsers and versions](#)
- » [Scheduled IT Maintenance Dates](#)

[FSU Home](#)

[Kendall](#)

[FSU-Off Campus](#)

Log in with your  
username and  
password



My Account | Welcome Brutus Bulldog  
Content Level: You are currently logged in.

MyFSU Academics & Services Library University Life Help

Personal Announcements  
There are no announcements

University Announcements  
There are no announcements

Login Links  
Banner INB  
E-Bill  
Kronos  
Physical Plant Work Order Request  
Atomic Learning

Classified Ads  
Category: All  
Display: 10 Per Page  
Search: [ ] (Go) (New Ad)

Click on a title to view details:

Category	Title	Price	Posted
Vehicles	95 GMC Jimmy	\$1,800	10:23 19 Oct 2012
Other For Sale	Universal Service company	\$10/hr	09:42 19 Oct 2012
Computers	Free 3GB Extra Dropbox Storage	FREE	09:20 19 Oct 2012
Other For Sale	BIG SALE - 2 miles South of BR	1.00	08:41 19 Oct 2012
Housing	sublesser needed! The Rapids.	365/month	06:44 19 Oct 2012
Other For Sale	iPhone 3GS 16GB	100.00	22:42 18 Oct 2012
Books and Texts	Xbox 360 250GB w/ Acc & Games	\$250.00	22:05 18 Oct 2012

MyFSU Password Status  
Your password will expire on January 3, 2013.  
To change your password now [click here](#).

Emergency Text Alerts  
Sign up to receive official Ferris State University **Emergency Text Alerts** so you are the first to know about time-sensitive campus safety issues, closings due to weather, or other disruptions.

- Frequently Asked Questions
- Emergency Text Alert Signup Form

Opt Out

If you have any questions or concerns, please submit an [email](#) to TAC or call x-4822.

Telephone Directory  
To look up a phone number type in the last name or department that you wish to find. If you don't know the entire last name or department type in as much as you know. You must enter at least the first letter of the item. Typing the letter A would list every entry that starts with A.

Lookup for Employee:  
[ ] Find Reset

Find a FSU Office:

Campus Updates  
University Calendar  
Week in Pictures Slide Show  
Are You in Any of the Pictures?  
Campus News  
Newsworthy accomplishments of Ferris Faculty, Staff and Students

Campus Contact Information  
BUSINESS OFFICE  
Location: Timme Center for Student Services  
CSS 101  
1201 S. State Street  
Big Rapids, MI 49307  
Phone Number:  
231-591-3972  
Fax Number:  
231-591-2127  
Office Hours: Monday - Friday 8am to 5pm

CAREER SERVICES  
Location: Rankin Student Center, 135  
805 Campus Dr.  
Big Rapids, MI 49307  
Phone Number:  
1-231-591-2685

FINANCIAL AID OFFICE  
Location: Timme Center for Student Services  
CSS 101  
1201 S. State Street  
Big Rapids, MI 49307  
Phone Number:  
231-591-2110  
Fax Number:

Once logged in, click on the 'Academics & Services' tab

Scroll down to the Student Employment box

\*It will be on the bottom, left of the screen

Semester	Balance
Fall 2009, Aug 11-Dec 10	\$0.00
Summer 2010, May 18-Aug 11	\$0.00
Fall 2010, Aug 30-Dec 11	\$0.00
Spring 2011, Jan 10-May 6	\$0.00
Summer 2011, May 17-Aug 10	\$0.00
Fall 2011, Aug 29-Dec 16	\$0.00
Spring 2012, Jan 9-May 4	\$0.00
Summer 2012, May 18-Aug 8	\$0.00
Fall 2012, Aug 27-Dec 14	\$20.00

**Student Employment**

**Student Employment Home Page**

Student jobs are posted on the following dates:

Fall Semester August 1  
Spring Semester December 1  
Summer Semester April 15

**Ferris State University Bookstore**

**Student Employment**

**Student Employment Home Page**

Student jobs are posted on the following dates:

Fall Semester August 1  
Spring Semester December 1  
Summer Semester April 15

Kendall students: Please check in the student services office once school has started.

**Local and On Campus Job Postings**

**Quick Cash Information**

**Student Employment Handbook**

**Student Employee - Pay Stub access**

Please use the link above to review your pay stub information.

**Direct Deposit Form**

**Work Study Earnings**

Click here for YTD earnings information to complete your FAFSA.

**W2 Year End Earnings Statement**

**Work Study Earnings**

Click here for YTD earnings information to complete your FAFSA.

**Testing Office**

**FAQ's**

**What is CLEP?**

Ferris State University offers you a great opportunity to earn course credit for prior learning through our College Credit-

Click on 'Local and On Campus Job Postings'

The screenshot shows a web browser window with the title "Student Employment". The page content includes:

- Student Employment Home Page**
- Student jobs are posted on the following dates:**
  - Fall Semester August 1
  - Spring Semester December 1
  - Summer Semester April 15
- Kendall students: Please check in the student services office once school has started.
- Local and On Campus Job Postings** (highlighted with a green oval)
- Quick Cash Information**
- Student Employment Handbook**
- Student Employee - Pay Stub access**

Please use the link above to review your pay stub information.
- Direct Deposit Form**
- Work Study Earnings**

Click here for YTD earnings information to complete your FAFSA.
- W2 Year End Earnings Statement**
- Work Study Earnings**

Click here for YTD earnings information to complete your FAFSA.

At the top right of the browser window, there are tabs for "Transcript" and "Holds".

STUDENTS

- [Job Search Overview](#)
- [Student Employment: Step-by-Step Process](#)
- [Job Postings](#)
- [Quick Cash Program](#)
- [Summer Employment](#)
- [International Students](#)

EMPLOYERS

- [On Campus](#)
- [Post a Job](#)
- [Off Campus](#)

RESOURCES

- [Student Employee Handbook](#)
- [Student Wage Rates](#)
- [Job Titles/Descriptions](#)
- [Forms](#)
- [Other Resources](#)

HOME

- [Contact Us](#)

Job Postings

**Important:** If you are interested in finding employment on campus please sign on to the FSU Student Employment Job Search site. This site allows you to create a short resume that you may update at any time. When you have selected a job that you would like to apply for you will be directed to print a referral form. The resume will automatically print at that time as well. Both of these forms should be taken to the contact person indicated on the referral form.

If you have difficulty logging in, it may be because you are not registered for classes during the semester you are applying for. If that is not the case you should contact the Technology Assistance Center at 231-591-4822 or contact the Student Employment Office at 231-591-2012.

[Sign In for Job Search Click Here](#)

Summer job postings available now!

Click on 'Sign In for Job Search Click Here'

Welcome to Student Employment.



Please login using your MyFSU  
user name and password.

Enter Username:

Enter Password:

Login

Ferris State University  
1201 S. State St., CSS 101, Big Rapids, MI 49307-2714  
Phone: (231) 591-2892  
Hours: 8:00 AM - 5:00 PM, Monday through Friday  
Contact: [John Randle](#) - Manager of Student Employment

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)



Registration Form

**Personal Info**

Address (Street, City, State, Zip)

Second Address

Phone/Cell

Program

Status

Experience/Employment History section is not mandatory. Once completed, data will be stored in our database and will not have to be completed again unless you need/want to update the information.

**Experience/Employment History**

Job History 1:

Beginning:	<input type="text"/> <input type="text"/>	Ending:	<input type="text"/> <input type="text"/>
Employer:	<input type="text" value="None"/>	Job Title:	<input type="text" value="N/A"/>
Duties	<input type="text"/>		

Job History 2:

Beginning:	<input type="text"/> <input type="text"/>	Ending:	<input type="text"/> <input type="text"/>
Employer:	<input type="text"/>	Job Title:	<input type="text"/>
Duties	<input type="text"/>		

Job History 2:

Beginning:	<input type="text"/> <input type="text"/>	Ending:	<input type="text"/> <input type="text"/>
Employer:	<input type="text"/>	Job Title:	<input type="text"/>
Duties	<input type="text"/>		

Job History 3:

Beginning:	<input type="text"/> <input type="text"/>	Ending:	<input type="text"/> <input type="text"/>
Employer:	<input type="text"/>	Job Title:	<input type="text"/>
Duties	<input type="text"/>		

Licenses/Certificates (if applicable)/Other Comments

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'

The screenshot shows the Ferris State University Student Employment website. At the top left is the university logo with the text "FERRIS STATE UNIVERSITY" and "Imagine More". At the top right is the page title "Student Employment". Below the header is a red horizontal bar. The main content area features a large photograph of a university building and a menu of links on the right. The "Update Profile" link is circled in green. Below the photo, the user's name "Brutus B" is displayed, followed by a welcome message and a list of academic and financial statistics.

**FERRIS STATE UNIVERSITY**  
*Imagine More*

**Student Employment**

**Student Employment**

[Update Profile](#)  
[View Academic Year Jobs](#)  
[View Summer Jobs](#)  
[View off campus Jobs](#)  
[Log out](#)

Ferris Sta  
Welcome **Brutus B** the Student Employment job posting website.  
You have enrolled for **16 credit hours** for Fall 2012 semester.  
You have enrolled for **14 credit hours** for Spring 2013 semester.  
You have enrolled for **3 credit hours** for Summer 2013 semester.  
You have Federal Work Study for the Academic Year 1213.  
Your total awarded amount for the Academic Year is \$3,400.00 and you have earned \$3,012.73  
Your Academic balance is \$387.27

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!

The screenshot shows the 'Student Employment' profile update interface. At the top left is the Ferris State University logo with the tagline 'Imagine More'. To the right of the logo is the text 'FERRIS STATE UNIVERSITY' and 'Student Employment'. Below the logo is a navigation bar with four buttons: 'Update Profile', 'View Jobs', 'Off Campus Jobs', and 'Log out'. The main content area is titled 'Personal Info' and contains several input fields: 'Home Address' (1234 Bulldog Cirloe), 'School Address' (555 Ferris Lane), 'Home Phone' (empty), 'Phone/Cell Phone' ((555) 867-5305), 'Academic Program' (Nuclear Medicine Tech), and 'Status' (Sophomore). Below these fields is a note: 'Experience/Employment History section is not mandatory. If filled out, the data will be stored in our database and you will not have to fill it out again when you apply for the job later.' The 'Experience/Employment History' section is titled and contains a table for 'Job History 1:'. The table has columns for 'Beginning' (Aug 2011), 'Ending' (Feb), 'Employer' (FSU- FINAID/student emp), 'Job Title' (Clerical), and 'Duties' (Cover financial aid front desk, assisting students. Also processing students through payroll and assist). Below the table is the label 'Job History 2:'.

FERRIS STATE UNIVERSITY  
Imagine More

Student Employment

Update Profile View Jobs Off Campus Jobs Log out

**Personal Info**

Home Address 1234 Bulldog Cirloe

School Address 555 Ferris Lane

Home Phone

Phone/Cell Phone (555) 867-5305

Academic Program Nuclear Medicine Tech

Status Sophomore

Experience/Employment History section is not mandatory. If filled out, the data will be stored in our database and you will not have to fill it out again when you apply for the job later.

**Experience/Employment History**

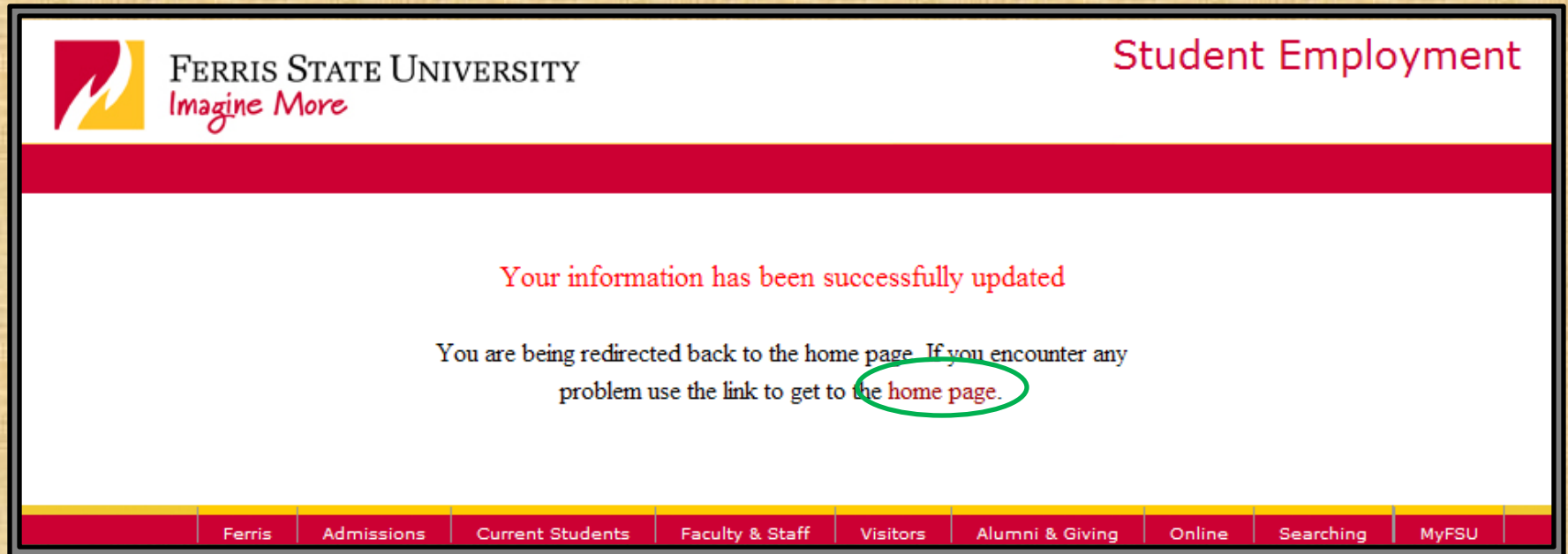
Job History 1:

Beginning:	Aug	2011	Ending:	Feb	
Employer	FSU- FINAID/student emp		Job Title	Clerical	
Duties	Cover financial aid front desk, assisting students. Also processing students through payroll and assist				

Job History 2:

Once you hit 'Update' it will bring you to this page.

Click 'home page' to go back to the Student Employment homepage



The screenshot shows the Ferris State University Student Employment page. At the top left is the Ferris State University logo with the tagline "Imagine More". At the top right is the text "Student Employment". A red horizontal bar is below the header. The main content area contains the message: "Your information has been successfully updated" in red, followed by "You are being redirected back to the home page. If you encounter any problem use the [link](#) to get to the [home page](#)." The words "home page" in the second link are circled in green. At the bottom is a navigation menu with the following items: Ferris, Admissions, Current Students, Faculty & Staff, Visitors, Alumni & Giving, Online, Searching, and MyFSU.

FERRIS STATE UNIVERSITY  
*Imagine More*


Student Employment

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](#).

Ferris Admissions Current Students Faculty & Staff Visitors Alumni & Giving Online Searching MyFSU

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.



FERRIS STATE UNIVERSITY  
*Imagine More*

## Student Employment

### Student Employment

- [Update Profile](#)
- [View Academic Year Jobs](#)
- [View Summer Jobs](#)
- [View off campus Jobs](#)
- [Log out](#)

Ferris State University

Welcome **Brutus B** to the Student Employment job posting website.

You have enrolled for **16 credit hours** for Fall 2012 semester.

You have enrolled for **14 credit hours** for Spring 2013 semester.


You have enrolled for **3 credit hours** for Summer 2013 semester.

You have Federal Work Study for the Academic Year 1213.

Your total awarded amount for the Academic Year is \$3,400.00 and you have earned \$3,012.73

Your Academic balance is \$387.27

Or you can click on 'View Summer Jobs' and you can begin looking at the available postings on campus for the Summer semester only.




**FERRIS STATE UNIVERSITY**  
*Imagine More*

Student Employment

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Student Employment



- [Update Profile](#)
- [View Academic Year Jobs](#)
- [View Summer Jobs](#)
- [View off campus Jobs](#)
- [Log out](#)

Ferris State University

Welcome **Brutus B** to the Student Employment job posting website.

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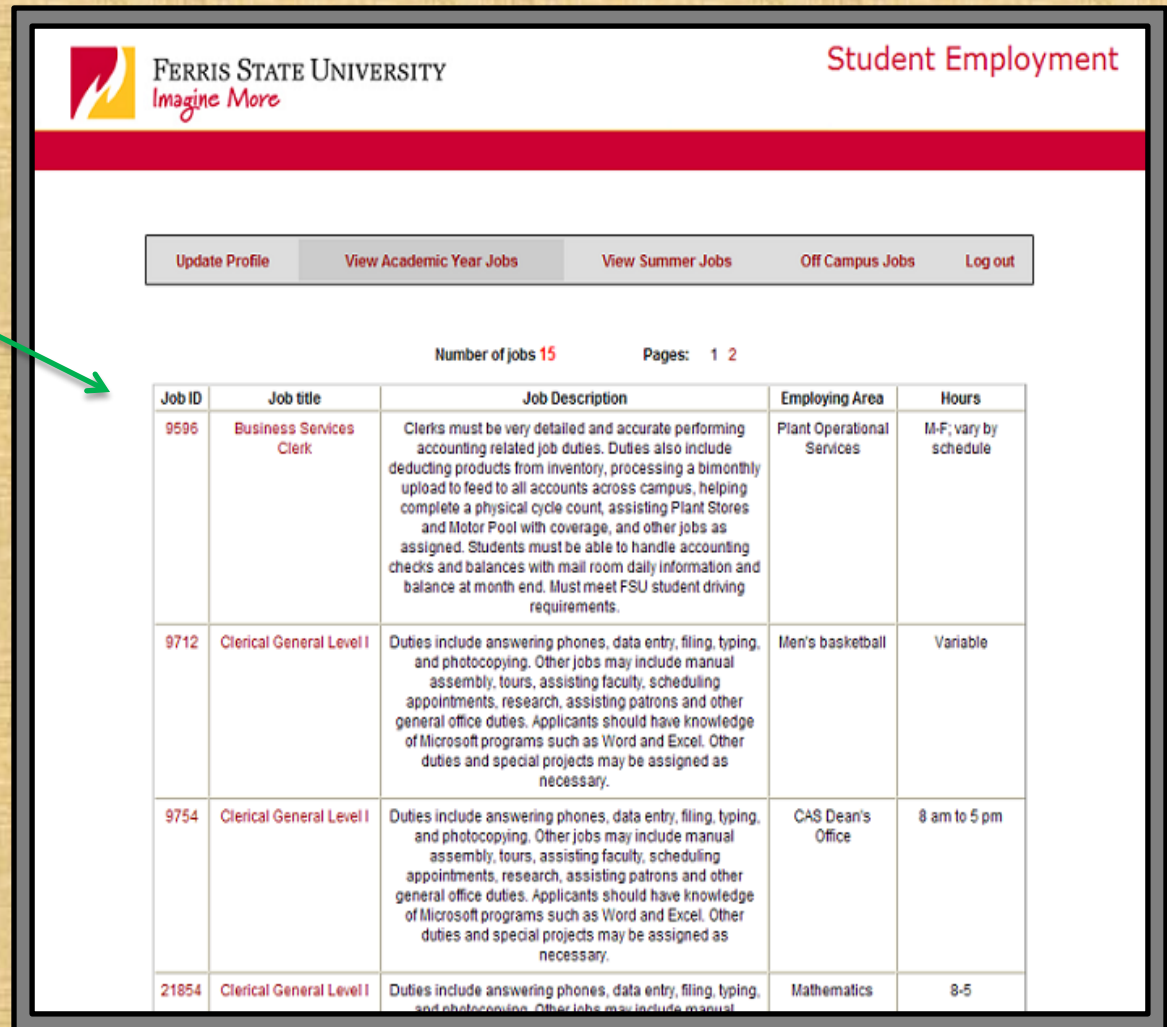
Your total awarded amount for the Academic Year is \$3,400.00 and you have earned \$3,012.73

Your Academic balance is \$387.27

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 first one



The screenshot displays the Ferris State University Student Employment portal. At the top left is the university logo with the tagline "Imagine More". At the top right, it says "Student Employment". Below this is a navigation bar with buttons for "Update Profile", "View Academic Year Jobs", "View Summer Jobs", "Off Campus Jobs", and "Log out". The main content area shows "Number of jobs 15" and "Pages: 1 2". A table lists job opportunities with columns for Job ID, Job title, Job Description, Employing Area, and Hours. A green arrow points to the first job listing.

Job ID	Job title	Job Description	Employing Area	Hours
9596	Business Services Clerk	Clerks must be very detailed and accurate performing accounting related job duties. Duties also include deducting products from inventory, processing a bimonthly upload to feed to all accounts across campus, helping complete a physical cycle count, assisting Plant Stores and Motor Pool with coverage, and other jobs as assigned. Students must be able to handle accounting checks and balances with mail room daily information and balance at month end. Must meet FSU student driving requirements.	Plant Operational Services	M-F, vary by schedule
9712	Clerical General Level I	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary.	Men's basketball	Variable
9754	Clerical General Level I	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary.	CAS Dean's Office	8 am to 5 pm
21854	Clerical General Level I	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual	Mathematics	8-5

[Update Profile](#)

[View Academic Year Jobs](#)

[View Summer Jobs](#)

[Off Campus Jobs](#)

[Logout](#)

<b>Job Title :</b>	Business Services Clerk
<b>Department:</b>	Physical Plant
<b>Employing Area :</b>	Plant Operational Services
<b>Building :</b>	General Services Building
<b>Description :</b>	Clerks must be very detailed and accurate performing accounting related job duties. Duties also include deducting products from inventory, processing a bimonthly upload to feed to all accounts across campus, helping complete a physical cycle count, assisting Plant Stores and Motor Pool with coverage, and other jobs as assigned. Students must be able to handle accounting checks and balances with mail room daily information and balance at month end. Must meet FSU student driving requirements.
<b>Requirements :</b>	Preference given to student with Accounting background/major. Must be detail oriented. Computer experience must include Excel and knowledge of databases is a plus.
<b>Hours :</b>	M-F; vary by schedule
<b>Division</b>	
<b>Date Received :</b>	10/31/12
<b>Period:</b>	Academic 2012-2013
<b>Comments</b>	Please submit application and resume by November 9, 2012. Interviews to be held. Position to start as soon as possible.
<b>Number of Openings</b>	1
<a href="#">Print job Referral/Application</a>	

When you click on the Job's ID or Title, it will bring you to this page

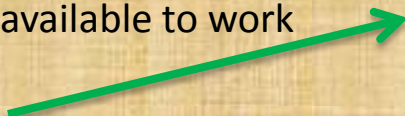
If you wish to apply for this job, click on 'Print job Referral/Application' at the bottom of the screen





Do NOT forget to print AND submit BOTH pages of the application

You must complete the 'Student's Class Schedule' section by X-ing out the times you are in class. This allows a potential employer to see when you are available to work



**Ferris State University Student Employment Application**

Student: Brutus Student ID: XXXX-XXX-XXXX  
Phone: (555)555-5555 Email: BulldogB@ferris.edu  
Job ID: 9596 Job Title: Business Services Clerk  
Academic Year Funding Source: Federal Earned to Date: \$2,715.45  
Work Study \$3,263.00  
Summer Funding Source: FSU Work Study- Earned to Date: \$0.00  
Summer \$1,000.00  
Wage rate: \$7.65 - \$ 8.00  
Enrolled Fall 2012 Credit Hours: 13  
Enrolled Spring 2013 Credit Hours: 15 International Student: No  
Enrolled Summer 2013 Credit Hours: 8

Student Status: All hiring documents (I-9/W-4) are on file.  
Resume Required: Employer requests a separate resume to be submitted with this application. For assistance creating or updating your resume, please contact the Office of Career Services.

**Student's Class Schedule**

Please shade or "X" the time you are in class and any other times you are NOT available to work.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

Please deliver or mail application to the Employer Contact:  
Jill Bush  
Ferris State University, General Services Building 114 O  
11 Woodhull Drive

## Ferris State University Education/Employment History

**Student:** Brutus Bulldog

**Student ID:** XXX-XX-XXX

**Academic Program:** Nuclear Medicine Tech.

**Grade Level:** Sophomore

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### Employment History/Experience

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**Beginning :** 8/2011

**End :**

**Employer :** FSU- FINAID/student employment office

**Job Title :** Clerical

**Duties :** Cover financial aid front desk, assisting students. Also processing students through payroll and assist with student employment.

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**Beginning :** 9/2009

**End :** 12/2010

**Employer :** Eagle Enterprises

**Job Title :** Clerical

**Duties :** Balanced expenses, processed home foreclosure forms and loss of insurance forms.

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**Beginning :** 4/2010

**End :** 7/2011

**Employer :** McDonald's

**Job Title :** Crew member

**Duties :** Performed daily tasks in all areas such as: kitchen, customer service, and maintenance.

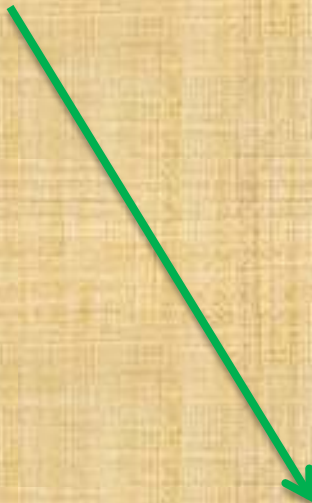
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**Licenses/Certificates / Other Comments:** None

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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.



Student Employment



- [Update Profile](#)
- [View Academic Year Jobs](#)
- [View Summer Jobs](#)
- [View off campus Jobs](#)
- [Log out](#)

Ferris State University

Welcome **Brutus B** to the Student Employment job posting website.

You have enrolled for **16 credit hours** for Fall 2012 semester.

You have enrolled for **14 credit hours** for Spring 2013 semester.

You have enrolled for **3 credit hours** for Summer 2013 semester.

You have Federal Work Study for the Academic Year 1213.

Your total awarded amount for the Academic Year is \$3,400.00 and you have earned \$3,012.73

Your Academic balance is \$387.27

[Update Profile](#)
[View Academic Year Jobs](#)
[View Summer Jobs](#)
[Off Campus Jobs](#)
[Log out](#)

 Number of jobs **12**

Pages: 1 2

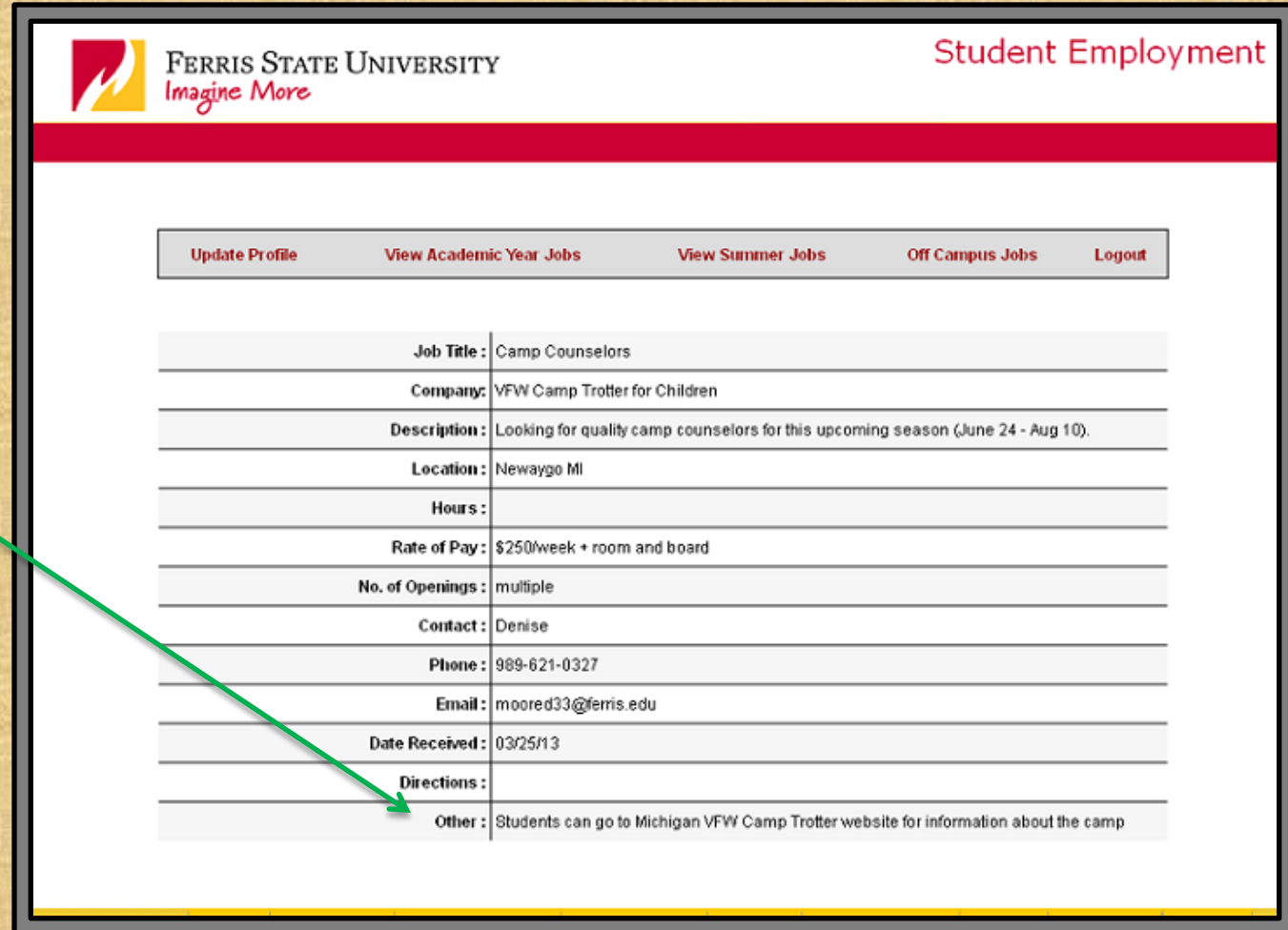
Job ID	Job title	Job Description	Employing Area	Hours
1632	Camp Counselors	Looking for quality camp counselors for this upcoming season (June 24 - Aug 10).	VFW Camp Trotter for Children	
1625	Campground Positions	Local waterfront camping resort is seeking: Friendly, fun and motivated students possessing a businesslike attitude and appearance, a team player, to fill seasonal P/T positions for the 2013 camping season. Guest Services, Maintenance, Activities etc.		TBD April - Sept.
1637	Church Youth and Family Director	Church Youth and Family Director	Immanuel Lutheran Church	20 hours per week
1626	Event Host	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.	Salvation Army Kroc Center	TBD
1635	Home Health Aide	Caring for 29 year old male in Big Rapids area. Male preferred, non smoker		Nights/Weekends
1333	Mackinac Island/City Seasonal Positions	Multiple summer positions including Grounds/Maintenance, Tour Guides, Guest Service Representatives, Interpreters etc.	Mackinac Historic Parks	Summer Starting in May
1627	Overnight Associate	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.	Kmart Corp. Greenville MI	Flexible, Some Weekends
1628	Property Inspections	Property Inspections USA based in Oak Park is looking for people to work in the Mecosta/Newaygo county area to inspect/photograph vacant properties etc. Must have own transportation and it is very beneficial to have a Smart phone/Tablet to submit photos.	Property Inspections USA	TBD
1624	Summer Camp Staff	Camp Concordia Gowen MI and other Lutheran Outdoors Ministry Association Camps	Camp Concordia and NLOMA Camps	
1638	Summer Camp Staff	Opportunities Unlimited for the Blind summer camp is looking for lifeguards, counselors and other positions for this summer camp season. Experience working with blind	Opportunities Unlimited	

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

Unlike with On Campus jobs, there are different things that need to be done 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 as to what is needed from you to apply



The screenshot shows the Ferris State University Student Employment portal. At the top left is the university logo with the tagline "Imagine More". At the top right is the text "Student Employment". Below this is a navigation bar with five buttons: "Update Profile", "View Academic Year Jobs", "View Summer Jobs", "Off Campus Jobs", and "Logout". The main content area displays job details for "Camp Counselors" at "VFW Camp Trotter for Children". The details include a description, location, hours, rate of pay, number of openings, contact information, date received, and directions. A green arrow points to the "Other" field, which contains the text: "Students can go to Michigan VFW Camp Trotter website for information about the camp".

Update Profile    View Academic Year Jobs    View Summer Jobs    Off Campus Jobs    Logout	
Job Title :	Camp Counselors
Company:	VFW Camp Trotter for Children
Description :	Looking for quality camp counselors for this upcoming season (June 24 - Aug 10).
Location :	Newaygo MI
Hours :	
Rate of Pay :	\$250/week + room and board
No. of Openings :	multiple
Contact :	Denise
Phone :	989-621-0327
Email :	moored33@ferris.edu
Date Received :	03/25/13
Directions :	
Other :	Students can go to Michigan VFW Camp Trotter website for information about the camp

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

Good Luck! (: