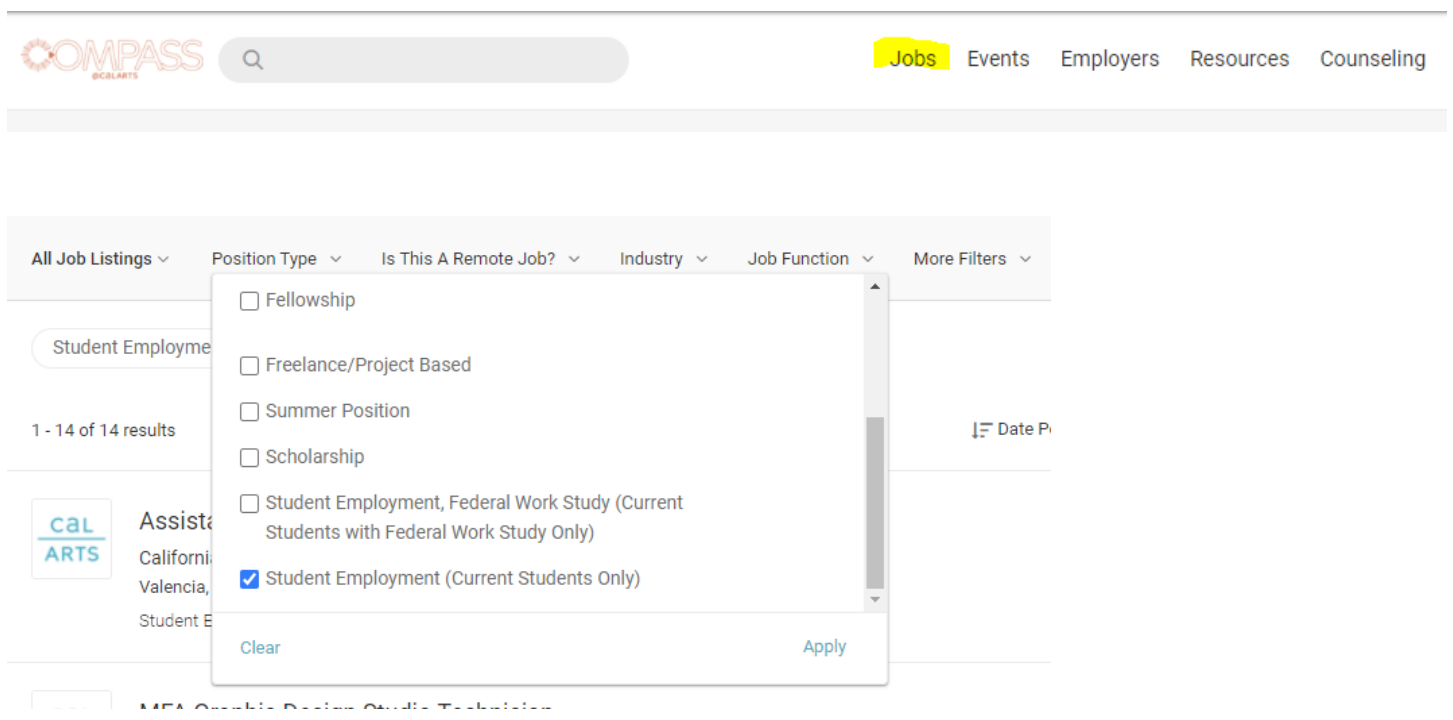
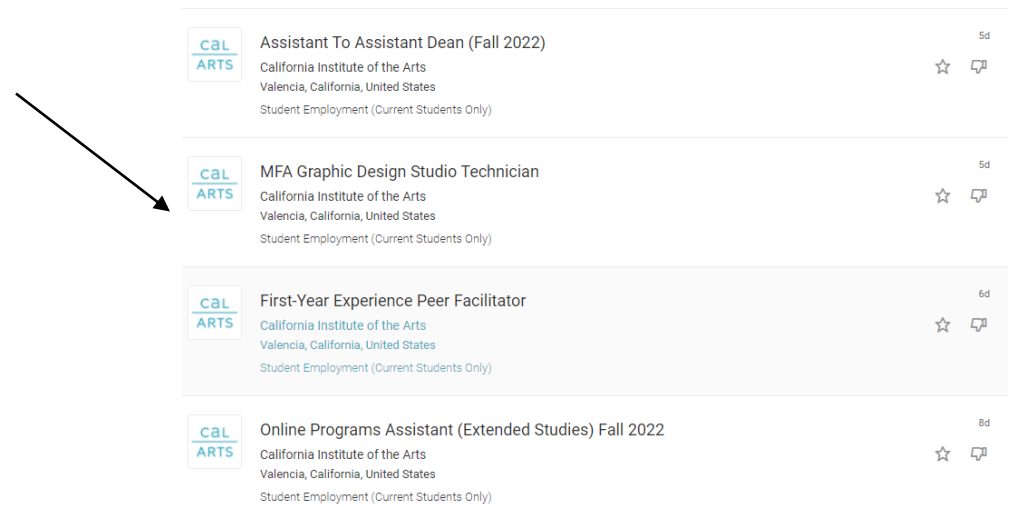


# Applying for Student Worker Positions

**Step One:** Review On-campus jobs are posted on the CalArts Jobs portal [Compass](#) (Create an account using your CalArts email. Then once logged in you can view and apply for positions that are currently hiring by clicking on "Jobs" and use the “position type filter” then select Student Employment or Student Employment Federal Work Study (depending on your eligibility). You may also want to ask in your school's main office and other campus offices about any job opportunities they may have open. If you have trouble finding available jobs, you can reach out to [Student Employment](#) for assistance. (This login is different than your CalArts login). \*International students don't not qualify for Federal Work Study positions



**Step Two:** Review the jobs posted to find a position you like or is best related to your major. Review the job description and the steps on how to apply to make sure you send the right application documents





**caL ARTS** First-Year Experience Peer Facilitator ★

California Institute of the Arts + Follow

Student Employment (Current Students Only) Apply

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**Position Type**  
Student Employment (Current Students Only)

**Description**  
Job duties consist of serving as a peer facilitator for entering BFA1 students as part of the First-Year Program. You will:

- Lead discussions and provide instructions for exercises
- Collect feedback from students
- Participate in facilitator training prior to the session
- Participate in the evaluation of the program by providing facilitator feedback after the session

**Qualifications\***

- Public speaking
- Clear communication
- Active listening
- Ability to motivate others

**Work Environment\***

**Attachment(s)**  
 Work\_Study\_Application\_New.docx

**Important Dates**

Posted On:  
Aug 31, 2022

Application Deadline:  
Sep 30, 2022

**Contact Information**

Brian Harlan  
California Institute of the Arts  
Academic Affairs  
Vice Provost  
bharlan@calarts.edu  
Phone: 661-253-7891  
<https://calarts.edu/>

**Job Postings:** Students can also build daily or weekly job alerts so that they can receive emails for all the newest positions being posted depending on their eligibility

Keywords  Location  25mi

All Job Listings ▾ Position Type (1) ▾ Is This A Remote Job? ▾ Industry ▾ Job Function ▾ More Filters ▾ Job Alerts (1)

Student Employment, Federal Work Stu... x Clear All + Create Job Alert

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**Job Alerts** x

All Job Listings  
Student Employment (Current Students Only), Student Employment, Federal Work Study (Current Students with Federal Work Study Only) Daily ▾

**Step Three:** Apply for open positions that you are interested in using the apply button on the top right corner to submit documents or receive instructions. You can be asked you to complete a variety of things including a resume, cover letter, and/or a work study application so pay attention to application directions. Complete your application and email it to the correct supervisor or submit it online through Compass. The supervisor’s contact information will be listed on every job description. You can also meet with a Career Counselor at the Center for Life and Work for help with designing a resume and practicing a mock interview.

**Step Four:** After submitting your application, wait to hear back from the hiring supervisor and follow up with them if you don't hear back within a week. Also prepare for an interview. For interview tips please review the [student employment website](#). Make sure to send a thank you email to those that interviewed you within 24 hours of your interview to really stand out.

SAMPLE APPLICATION EMAIL:

**Subject: Application for (Position Name) - Jacky Jane**

*Dear \_\_\_\_\_,*

*Hello, my name is Jacky Jane and I am writing to apply for the student position open within your department. Please find my completed application attached. I look forward to hearing more about this opportunity and feel free to reach out to me by email at ([jackyjane@callutheran.edu](mailto:jackyjane@callutheran.edu)) or by phone at (805) 493-3279.*

*Thank you for your consideration.*

*Sincerely,*

*Jacky Jane*

Sample Follow up email

**Subject: Application for (Position Name) - Jacky Jane Follow-Up**

*Dear \_\_\_\_\_,*

*I hope this message finds you well. This is Jacky Jane and I recently applied for the (blank) position within your department and I wanted to check on the status of my application. If there is any additional information I can provide you, please let me know. I look forward to hearing from you and have a wonderful day!*

**Step Five:** Get the job offer and submit the SSA from and required hiring paperwork.

Follow [these steps](#) listed on the hub for obtaining a social security card

- a. Once hired you will start the online or paper [Student Status Advise Form](#) and send it to your hiring supervisors by including their CalArts email on the form so they can complete their section
- b. Once you complete the student portion of the form you will asked by the Student Employment office through email to complete the I-9 (including submitting proof of identification), W-4, DE 4, and Direct Deposit Forms
- c. Submit your completed I-9, W-4, DE 4, and Direct Deposit Forms in person to the Student Employment office (F201).
  1. Make sure to include your original I-9 Verification Documents (i.e. US Passport, or Photo ID and Social Security Card). See page three of the I-9 form for more examples. Must be original documents submitted no copies or pictures can be accepted.
  2. International/Foreign Born Students: Follow [THESE INSTRUCTIONS](#) for employment hiring. International students must submit the forms listed above in addition to their foreign passport, Visa, I-94, and I-20, student ID, and Social Security card (once obtained).

**Step Six:** Make sure your hiring paperwork is completed and processed before you begin working. Wait to receive final approval from the Student Employment office. This approval will come in a form of email. Both you and your supervisor will receive a position processed confirmation email to show you completed what was required.