

Finding a work-study job

1. Register
 - a. Go to www.TrineCareers.org
 - b. In the Work Study Login box, click “**Login to Trinecareers.org**”.
 - c. Click on “**Register**”.
 - d. Create your own username (we suggest First Initial, Middle Initial, Last Name, e.g., jadoe for Jane A. Doe).
 - e. Enter “**careers**” as the Password, click **GO**.
 - f. Enter all information requested under Student Registration, click “**Submit**”.
 - g. You will automatically be logged into the system.
 - h. (OPTIONAL) Click on Profile tab found at the top left hand of the page below the Trine Logo.
 - i. (OPTIONAL) Click on tab labeled, Password/Preferences.
 - j. (OPTIONAL) Change password from the generic one assigned to one you can easily remember.
 - k. You are now officially registered, begin browsing through job postings!
2. Search for jobs
 - a. Go to the “jobs” tab at the top of the page and then click on “Trine Jobs”
 - b. Under “Position Type” select “Work Study (on-campus)”
 - c. Click “Search” to display a list of jobs available
 - d. Click on job title to view additional information

Obtaining a work-study job

3. Use the contact information for the jobs you are interested in from trinecareers.org to contact the hiring manager to schedule an interview. You can contact the hiring manager by...
 - a. Visiting in person
 - b. Calling
 - c. Emailing

Once a job is found

4. Once you have been hired, you will need to fill out an authorization form. The hiring supervisor will have this form. All parts on the form must be complete by the appropriate people.
 - a. **Part A**– Fill out your personal information.
 - b. **Part B**– Your hiring manager will fill out this portion.
 - c. **Part C** – See Financial Aid to complete this section. (Located in Forman Hall 106)
 - d. **Part D** –See Human Resources to complete and turn in form. This is where you will need to provide original forms of identification as well as fill out all necessary tax information. (Located in Shambaugh Hall 104)
 - e. After all these steps are completed, you and your supervisor will be emailed a four digit number to “Punch” in and out on our time keeping system.
 - f. Contact your supervisor for your work schedule and start date!