

My Student Employment Checklist



We're happy you're here, let's get started!

- Eligible students must maintain a **2.0 GPA**
- Eligible students must be registered for at least **6 credits**
- Under 18? Obtain a **Parent/School Authorization Form** → [Student Employment](#) website
- Complete the **Student Employment Quiz**: [MyClark@Clark](#) → Paying for College → Student Employment. Earn a passing score of 70% to access job board (you've got this!)
- Write down the **job codes** you wish to receive a referral for (Ex: IH0105B, WSS185B)
- Send [docx. copy](#) of your **resume** to [CareerServices@Clark.edu](#) for review and approval
- Through email or phone, request up to **two referrals** a day
 - a. For **IH** referrals, email **Career Services** [CareerServices@Clark.edu](#)
 - b. For **WSS/WSO** referrals, email **Financial Aid** [WSJobs@Clark.edu](#)
 - c. For **WFO/WS** referrals, email **Workforce Education Services** [TPotter@Clark.edu](#)
- Once you receive your referral through email, **contact the supervisor to schedule a Zoom or phone interview**. Supervisor preferred contact information is on the referral.
- If you are offered the position, sign and date the referral and **submit** it to Human Resources at [hr@clark.edu](#) for processing. (Returning **WS** students should submit referral to Financial Aid [wsjobs@clark.edu](#)).
- Complete the **background check** (HR will send a link to your preferred email).
- Complete and submit **New Hire Paperwork** provided by Human Resources.
- Begin working once Human Resources or Financial Aid **authorizes** you to do so.
- Develop your **work schedule** with your supervisor.

Contact us for support!

[Career Services](#), PUB 002: (360) 992-2902 | [Financial Aid](#), GH1 101: (360) 992-2153
[Human Resources](#), BRD 133: (360) 992-2105 | [Payroll](#), BRD 150: (360) 992-2351

Student Employment Program FAQ

Can International students apply for Student Employment?

Of course! International students are eligible for **on campus IH** positions only. For more support, contact International Programs, email: international@clark.edu phone: (360) 992-2390 for information about employment for international students with F-1 status controlled by the U.S. government.

Are transitional studies students eligible for student employment?

Yes! Transitional studies (CAP and ESL students) can apply for **IH** jobs.

My referral is expired and I still don't have a job, what should I do?

Work Study and Institutional Hire referrals expire after 10 days. Contact Career Services/Financial Aid and request updated/new referrals.

I haven't heard from the supervisor to confirm an interview, what should I do?

Make contact again within a few days. You can also look up the supervisor on the Clark website and find other means of contact.

Can students have 2 jobs in the Student Employment Program?

Yes. Students can have two jobs on campus, not exceeding 17 hours a week or 69 hours a month combined.

I finished the quiz but I only see IH jobs, how do I apply for work study jobs?

If you indicated on your FAFSA that you wanted work study as a part of your award, and your budget allows, you will see work study jobs. If you did not select work study when filling out your FAFSA, please go to Financial Aid to fill out a Change Form and submit it to Financial Aid for processing.

When do I get paid?

All Clark employees are paid on the 10th and the 25th of every month. Timesheets are due on the 15th and last day of the month.

I fear that I am not going to maintain a 2.0 GPA or a 6 credit course load. Can I still keep my job?

Students must **maintain** a 2.0 GPA and 6 credits to be eligible for the Student Employment Program. If you fear of falling below this requirement, please visit Tutoring Services for academic support.

Why do I have to go through the eligibility process every year?

Every June, per the requirements of the Student Employment Program, Career Services, Financial Aid, Payroll and Human Resources must ensure that every student is compliant and still eligible to work at Clark College.

I don't want to continue in my position, how do I notify my supervisor?

Formally issue a two week notice in writing or in person. Work your scheduled hours until you are released from your position. If you are unable to provide a two week notice due to an unforeseen situation, notify your supervisor as soon as possible.