

# Student Employment

Start Here!

## To find On Campus student positions:

Visit Stephanie Davison in the Career Management Center (Administration Building, Room 213)  
or  
Visit <http://www.se.edu/human-resources/student-positions/>

## Work Study vs. Regular Work

**Work Study:** Federal funds that are allocated to SE. Eligibility for Work Study is dependent on your Financial Aid and departmental budgets. (Check with Financial Aid to see if you qualify prior to looking for a position).

**Regular Work:** SE funds that are allocated to each department. All students are eligible for Regular Work positions. Amount of work hours will be dependent on departmental budgets.

## What do you need to work on Campus?

All new employees are required to have the following documents:

**A Valid Photo ID** (*Driver's License, SE Student ID, etc.*)

### Original Social Security Card

*(We cannot accept copies or photos of your social security card. If you need to apply for a new one, please visit the local Social Security Office located at 121 S. 12th Street, Durant, OK 74701. If you apply for a replacement card, the Social Security Office will issue you a receipt for applying. This receipt can be used in lieu of a social security card until your original card arrives in the mail).*

### Voided check or official bank document with account and routing number printed on it.

*(If using the Herring Bank debit card issued to you, please provide the banking information from Herring Bank to Human Resources when setting up your direct deposit).*

### International Students:

Please provide the following documents in addition to the documents listed above: US Visa, Foreign Passport, I-94, and I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student. These documents are used to apply and be approved for a social security number. Bring a letter from your employer stating your intended start date and position to the Office of International Student Services.

*(For assistance with this process please contact Alesha Birks in the Office of International Student Services at [580-745-2184](tel:580-745-2184)).*

## Questions?

Contact: **Stephanie Davison**  
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Email: [Careers@se.edu](mailto:Careers@se.edu)