

WELCOME TO THE HAMLINE UNIVERSITY WORK STUDY PROGRAM!

Student workers are important members of the Hamline community. We view campus employment as an essential part of your education and professional development. Through campus jobs, you have the opportunity to acquire skills and expertise that build resumes and launch careers as well earn funds to pay for your education.

Having a job on campus is large part of the Hamline experience. Whether you are giving tours, answering phones, assisting the IT department, working in the dining hall, working with the grounds crew, filing, life-guarding at the pool, or working the theatre, you will find a great connection to Hamline, gain lasting work experience and earn money toward tuition and other expenses.

This year we are taking a new approach to assist you in securing employment at Hamline University. Students who have **Federal or State work study eligibility**, will have the opportunity to attend a Job Fair on Tuesday, September 8, 2009.

At the job fair, you will have the opportunity to meet with various departments on campus and apply directly to them for a work study position. We will also have off campus sites represented that you can speak with regarding securing a job in different areas of interest. One of our off campus sites is the Hancock Hamline Collaborative Magnet School, who employs over 70 Hamline students in the America Reads/Counts tutoring program.

You are asked to bring a resume to campus to distribute at the Job Fair to the departments that you are applying for a position. Make sure that you bring enough copies to hand out to the various departments. To assist you in preparing your resume please click on the link provided **[Resume Guidelines](#)** to view a sample resume and resume guidelines.

Students who have been awarded **Hamline work study eligibility** will have the opportunity to apply for jobs posted on the Human Resources website starting September 14, 2009. Please visit our website www.hamline.edu/hamline_info/employment for job listings.

If you have any questions regarding this process please contact Lori Larkin, Manager for Student Employment, at llarkin@gw.hamline.edu or by phone at 651-523-2947.