Checklist for Applying to Student Employment

1. Update your resume and have it reviewed in Career Services.

2. Log in to Storm Central at www.collegecentral.com/lec with the access ID and password that was emailed to you by the system. The system will force you to update your registration information.

3. From the home page, select, “Search for Opportunities Posted to my School.” Then select “On Campus” to view Student Employment positions. Some positions will indicate “Work Study” in the title – you must have federal work study to apply for these opportunities – check your financial aid award letter. *All positions listed in the database are available until the supervisor advises us they have completed their hiring*

4. All site supervisors complete their own screening, interviewing and hiring selections.

5. If selected for a position, you must complete the Student Employment Authorization form with your supervisor. Your supervisor will sign off and return to Career Services. You will not get paid until this form is complete.

6. If this is your first time as a student worker, you must complete the tax packet in Career Services. You need two valid forms of picture ID.

*Returning Students – Notice there is no application step this year in Financial Aid.*