



Application Process for Student Employment

LOGIN

Go to Knightlink, Wartburg College's online job board:

www.wartburg.edu/knightlink.

Select "Student Login."

Enter Username (full Wartburg e-mail address) and Password (Sent to you via your Wartburg e-mail inbox).

SET-UP

Select the "Profile" tab on the left side of the page.

Complete your profile.

SEARCH

Select the "Jobs" tab on the left side of the page.

Click on "Jobs & Internships" on the drop-down menu.

Select "Advanced Search."

Under the "Position Type" field, select "On-Campus."
Click the "Search" button.

APPLY

View details about each job you are interested in by clicking on each job title.

"How to Apply" instructions are listed on the right-hand side of each job listing.

After submitting your application, it is then sent to your e-mail address that you provided on the application. Forward it onto the appropriate supervisor. Their contact information is listed in the Knightlink job posting.

KNIGHTLINK LOGIN INFORMATION:

USERNAME:

PASSWORD:

Forgot your Password?

Click on "Forgot Password" button on Knightlink login page and enter your Wartburg email address.

Do not have an active account yet?

Click on "Sign Up" button on Knightlink login page to register for a new account.

Send an e-mail to studentemployment@wartburg.edu and indicate that you have registered for an account via Knightlink.

QUESTIONS?

Contact: Abbie Raum, Student Employment Coordinator

E-mail: studentemployment@wartburg.edu

Phone: (319) 352-8350

Location: Student Employment Office – Luther Hall 212

Website: <http://www.wartburg.edu/jobs/>

Student Employment

Policies & Procedures for International Students

Complete Paperwork!

Complete and submit the following forms:

- **Form I-9, Employment Eligibility Verification**
Alien or Admission # required.
- **Federal W-4, Employee's Withholding Allowance Certificate**
Enter "zero" in question 5 for allowances.
- **State W-4, Employee's Withholding Allowance Certificate**
Enter "zero" in question 6 for allowances.
- **Social Security and Medicare Withholding Form**
Month and year of admittance into United States required.
- **Student Payroll Deduction Agreement**
Select percentage of wages you would like applied towards tuition bill.
- **Direct Deposit Form**
Documentation verifying your account number required

1.

Find a Job!

Seek and apply for on-campus employment by visiting Knightlink (www.wartburg.edu/knightlink).

Knightlink is Wartburg College's online job board. All on-campus positions are posted on this website.

Please see the back of this sheet for instructions for accessing Knightlink.

3.

Acquire a Social Security Number!

After the completion of the steps above, the Student Employment Office (SEO) will provide the IPO with a letter of employment verification. The IPO will then make arrangements for your transportation to the Social Security Office.

You will need to take your letter of employment verification and visa documents (I-20 or DS-2019, I-94, and Passport) with you.

Once you receive your Social Security Card in the mail, please present it to the IPO or SEO.

4.

Present Documentation!

Present documentation verifying your identity and citizenship to the International Programming Office (IPO) personnel.

Acceptable documents include but are not limited to:

- Valid Passport and F-1 Visa
- Review the back of the I-9 Form for other options.

2.

Work Hours: As a Federal Employment regulation, international students cannot work more than 20 hours per week total while enrolled in classes. During holiday breaks and throughout the summer months, international students can work up to 40 hours per week.

Earnings: The starting hourly wage rate for the majority of Wartburg College's on-campus positions is \$7.25 per hour. (Maintenance and dining jobs start at \$7.50/hour.) Students can expect to make approximately \$2000-\$2500 during the academic year. The dollar amount a student is able to earn is minimal; International students should not depend upon these wages as a significant or sole source of funding to pay for their tuition bill.

Payday: Student payday is on the 15th of each month. Student employees earn a monthly paycheck based on their rate of pay and the number of hours worked. Students may elect to receive their paycheck in one of three ways: 1) Student Account Deduction Agreement, 2) Direct Deposit, or 3) Paper Paycheck.