Wartburg College
Student Employment

Join the Wartburg Workforce Today!

Student employees will have the opportunity to:
✓ Cultivate meaningful relationships with other students, faculty, staff, and individuals in the Wartburg-Waverly community.
✓ Enhance your academic experience by applying concepts learned in the classroom on the job in a supportive, but challenging setting.
✓ Develop and enhance your work ethic, work habits, and various skill sets.
✓ Earn money to off-set financial expenses associated with pursuing a college education.
✓ Gain practical work experience and begin to build your resume.
✓ Receive flexibility in scheduling work hours.

To get started:

1. **Complete and Submit Employment Forms:**
   - Form I-9, Employment Eligibility Verification
   - Federal W-4 Form
   - State W-4 Form
   - Direct Deposit Form (optional)
   - Student Payroll Deduction Agreement (optional)

2. **Present IDs:** *Original IDs only; copies of IDs will not be accepted.*
   - Option 1: Valid Driver’s License or State ID AND Original Social Security Card or Original Birth Certificate
   - Option 2: Valid Passport
   - Option 3: Review the instructions of the Form I-9 for additional options.

3. **Apply for Jobs via Knightlink:**
   Knightlink is Wartburg College’s online job board. All on-campus jobs, internships, and part/full-time jobs are posted on this website.

   **All 2016-2017 student employment job openings will be posted on Knightlink by **Monday, July 11th.**

   Students will receive their unique Knightlink password and login instructions via their Wartburg e-mail account at the beginning of July.
To access Knightlink and apply for on-campus jobs:

**Step 1:**
- Go to Knightlink: [www.wartburg.edu/knightlink](http://www.wartburg.edu/knightlink)
- Select “Student Login.”
- Enter your Knightlink username (full Wartburg e-mail address) and unique Knightlink password (e-mailed to you via your Wartburg e-mail) and click “Sign In.”

**Step 2:**
- Select the “Profile” tab on the left side of the page.
- Complete your profile.

**Step 3:**
- Select the “Jobs” tab on the left side of the page.
- Click on “Jobs & Internships” on the drop-down menu.

**Step 4:**
- Select the “Advanced Search” drop-down menu.
- Under “Position Type,” click on “On-campus.” Click the “Search” button.

**Step 5:**
- Select the position title of any of the jobs listed on the page that you are interested in to learn more.
- “How to Apply” instructions are listed on the top right-hand side of each position posting.
- Please note that upon submitting the “Student Employment Application,” the application will be sent to your e-mail address as you provided on the application. You will then need to forward your application on to the supervisor(s) of the position(s) in which you are applying. Their contact information is listed on the right side of the Knightlink job postings.

**Questions? Please contact:**
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