

HOW TO APPLY FOR STUDENT POSITIONS

IF YOU ARE APPLYING FOR WORK STUDY, YOU MUST HAVE WORK STUDY FUNDS!!!

Check your award letter to determine if you have work study funds or contact the Financial Aid Department. If applying for a Student Part-time position, work study funds are not needed.

ITEMS NEEDED TO COMPLETE THE APPLICATION PROCESS:

- **IMPORTANT: Social Security Card.** (If you are an International Student, you are required to obtain international clearance through Matthew Davidson in Enrollment Services)
- Student ID #
- Life University Student Email Address
- Local Physical Address

TO APPLY:

1. Go to the Life University home page: www.life.edu, scroll to bottom of page
 2. Click on EMPLOYMENT OPPORTUNITIES
 3. Click on STUDENT OPPORTUNITIES
 4. View available work study and part-time student positions
 5. **Click on the position you are interested in to review the requirements and duties**
 6. Click on the “Apply” button if you are interested in the position
 - a. If you have never applied for a position in ADP you must register
 - b. To register in ADP; click “REGISTER NOW” by “First Time User” and follow the prompts to set up your account. Be sure to write down your login and password, and keep it in a safe confidential place for future reference
 - c. If you already have a username and password proceed to apply for the position
 - d. **Please use your Life University email address** during the application process, and for all correspondence regarding employment with the university
 7. Follow the application prompts as they appear
 - a. **PLEASE READ:** There’s no need to complete *Additional Work Experience, Add Education, Additional Information, References* tabs since you are applying for a student position. If the system will allow, move through the tabs without entry by selecting “Next”
 8. Resume Import - Optional
 - a. Although it’s not mandatory if you would like to attach your resume it will be reviewed.
 - b. For Community Services positions, please be sure to input your work experience and contact information to be verified by the organization’s director
 9. Once you submit the application, it will be routed to the hiring manager for a possible interview
 10. Upon final approval, the application will be referred to Human Resources to start the employment screening process, and HR will contact you through your university email

Note: if you apply for a work study job and you do not have work study funds your application will not be considered
 11. FYI: **Incomplete applications cannot be processed**
 12. FYI: Once you create a profile in ADP you will not need to create a new one in the future. Just apply for the position you are interested in
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