STUDENT EMPLOYMENT (EFFECTIVE AUGUST 1, 2018) (This does not include Grad Assistant positions)
Hiring Departments will now have two options (no-posting and posting) for hiring a student assistance or work study student. You are encouraged to continue to partner with Financial Aid (Leroy Trower ext. 7592 or lrtrower@valdosta.edu) to identify and support students who are work study eligible.

1. **No job posting option** - For supervisors who do not need the student job posted or who already have a student you would like to hire; you do not have to advertise the student position through PeopleAdmin.
   - The Hiring Department will complete the attached Personnel Action Request Form (PAR) and give it to the student to bring with them to the Office of Human Resources. **Please note - HR must receive the PAR form in order to process the student’s paperwork.**
   - The student will need to bring the PAR form and acceptable identification ([https://www.uscis.gov/i-9-central/acceptable-documents](https://www.uscis.gov/i-9-central/acceptable-documents)) to HR in order to complete the Hire packet and authorization for the electronic background check. **No appointment will be necessary.**

2. **Job posting option** - For supervisors who would like to post their student job, the Office of Human Resources has partnered with Career Opportunities to offer you a more user friendly and customizable option using the web-based platform, Purple Briefcase.
   - Students are strongly encouraged to schedule an appointment with Career Opportunities before applying for a posted vacancy for cover letter, resume, and interview assistance with on-campus employment. This will help expedite the student employment posting process for the hiring manager and student.
   - For more information regarding this platform, please contact Darius Anthony at dlanthony@valdosta.edu.
   - Once the student has been selected, the same PAR process listed above will go into effect.