



Student Employment

At SMU, over 1,100 students work on campus each year. Every department, academic and administrative, has opportunities for student workers. There are many different kinds of jobs available from set-building to working at the library.

For general information regarding Federal Work Study and Student Employment, please go to http://smu.edu/financial_aid/StEmploy.asp

Where Do I Begin My Job Search?

SMU's online Job Database is called MustangTRAK. You can access MustangTRAK directly at www.myinterfase.com/smu/student

How do I log on to the online Job Database?

If you're a *new user*, you must complete an orientation session at <http://smusaddleup.com> to receive your certificate and password to log on. After the orientation, register online on [MustangTRAK](#)

If you're an *existing user* needing assistance with your password, please email whitel@smu.edu with your name, SMU ID#, and grad date.

****Incoming first year and transfer students will not have access to MustangTRAK until AFTER you have completed AARO as well as the online orientation (<http://smusaddleup.com>)**

****MBA alumni cannot access MustangTRAK unless an undergraduate degree was received from SMU as well. MBA alumni can access job postings through their own database at www.COXeCMC.com**

How do I Search for Jobs, Internships and Co-ops?

1. Select "Job Search."
2. Fill in the search criteria under "Job Advanced Search" to narrow down your job search, or just click the "Search" without entering any search criteria to view all current jobs. Under "Job Type" you will find specific search options for On-Campus, Off-campus, and Work Study positions.
3. Click on the "Job ID" to see the specifics of the position and how to apply, contact the employers of the jobs in which you are interested.

****Applications and inquiries should be sent directly to the posting employer, not to the Hegi Center or to the Student Employment Office, unless specifically noted in that job.**

What happens once I have the job?

SMU student employees must complete a New Hire Packet, including an I-9 and W-4, from the Human Resources Department located on the 2nd floor of Expressway Tower on SMU Blvd and Central Expressway.