



STUDENT EMPLOYMENT

How Do I search for a job?

1. Go to <http://www.smu.edu> on the lower left corner under Quick links scroll down to Employment and click.
2. Click on the link [Student Jobs at SMU](#) under Student Employment.
3. Click on [SMU Student Jobs Database](#) that will take you to “Student Link to Jobs Database at MUSTANGTRAK” which you then click on and you will be into the SMU database of available jobs.
4. **New Users – If you have NOT registered with this site before, you must complete an orientation session (with a counselor or online) in order to receive a password**
 - To complete an orientation session online go to <http://smusaddleup.com>
 - Watch the online orientation OR attend a career orientation workshop in the career center to receive your certificate and password.
 - Complete the Registration profile within MustangTRAK

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification from the Career Center. If you have any problems, please contact the Career Center front desk at 214-768-2266.

5. **Existing Users: Log into system using your Username and Password**
 - Existing Users - Update your profile
 - Put your cursor over **My Account** and select **My Profile**
 - You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
 - Each section will have an [\[Edit\]](#) link. Click on this link to edit fields within the section.
 - Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).
6. **Searching for Jobs, Internships and Co-ops**
 - Put your cursor over Job Search and select Job Search
 - Fill in the search criteria under Job Advanced Search to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs.
 - Click on the Job ID to see the specifics of the position and how to apply
7. Contact the employers of the jobs in which you are interested.

What happens once you have the job?

1. You must complete an **I-9 before you begin employment**. An **authorization to work form** will be provided to you from the 2nd floor of Expressway Tower on Yale Blvd and Central Expwy, Human Resources Department to be attached to the Payroll Authorization Form. You must provide your employer with the work authorization form obtained from the Human Resources department.
2. Your Employer will provide a **Payroll Authorization Form (PAF)** - the hiring department will have one or you may obtain one from the Student Employment Office.
3. The W-4 is a separate form that must also be completed by you. If it is first time employment, it is necessary to complete a W-4. If you claimed exempt status you must complete a new form every year otherwise it will automatically default to single status with zero exemptions at the beginning of the new year. You and/or your employer may download the form from this <http://www.irs.gov/pub/irs-pdf/fw4.pdf> or you can pick one up directly from the payroll department or the Student Employment Office.
4. You must complete a **Direct Deposit Form** that can be picked up in the payroll office so that your payroll check can be directly deposited into your checking/savings account.

OTHER OFF – CAMPUS JOB OPPORTUNITIES

Contact:

**Hegi Family Career Development Center
200 Hughes-Trigg Student Center**

Phone: 214-768-2266

Fax: 214-768-4292

Office Hours:

Monday- Friday 8:30am-5:00pm