If you are a student and want to work, the Office of Student Employment can help every step of the way.
Want to work? Here's how!

Step 1. Find a job.
- Search the UMaine online job search database on CareerLink at: umaine.edu/studemp then click CareerLink!
- Ask around — you never know who’s hiring. Contact departments you’re interested in, talk to friends, talk to advisors, talk to professors.

Step 2. Fill out paperwork.
- Fill out the Student Authorization Form with your employer.
- Stop by Wingate Hall to fill out your W-4, I-9 and Direct Deposit form.
- Don’t forget to bring 2 original, unexpired forms of identification — one establishing identity (driver’s license, MaineCard, etc.) and one establishing employment authorization (social security card, birth certificate, etc.). A passport fulfills both requirements.

Step 3. Start working!

Helpful contact information:

For information on paychecks, direct deposit, etc.
Student Payroll Office • 207.581.3700; 207.581.3710; 207.581.3713 • 142 Corbett Hall
payroll@umit.maine.edu

For information on Work-Study:
Office of Student Financial Aid • 207.581.1324
Wingate Hall • umaine.edu/stuaid

To view Student Services, Financial Aid and to log hours:
MaineStreet • mainestreet.maine.edu

For information on all aspects of Student Employment:
Office of Student Employment • 207.581.1349
Wingate Hall • umaine.edu/studemp

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