

Holbert, Tracy Ann

To: Jones, Zantrell Y.
Subject: RE: Employment Opportunities

From: Jones, Zantrell Y. <jonesz@winthrop.edu>
Sent: Thursday, August 15, 2019 5:29 PM
Subject: Employment Opportunities
Importance: High

All:

The message below has been sent to the student digest. Thanks!

As you may already be aware, this year we've adopted a new system for student employment. This system allows for posting of positions on our website. Job openings can be found on the [Student Vacancies](#) page in the Employment Opportunities section of the HR site or by the Employment Opportunities in the Student Tools section on the Home page of Wingspan.

Students wishing to apply for a position are required to create a user account on the system. When creating an account be sure to use your full legal name that is currently recognized with your student record, in proper upper and lower case. Also, supply your Winthrop ID in the format of W12345678 so that it will auto-populate when completing applications.

If you apply for a position in the Federal Work-Study program, you will be required to upload a copy of your 2019-2020 Financial Awards approval email. Please save this as a pdf or jpg and attach it during the application process. Other documents may be required based on the vacancy announcement, please upload documents in any of the following formats: doc, docx, pdf, rtf, txt, tiff, tif, jpeg, jpe, jpg, png, xls, xlsx.

You will receive an email from the system when you apply for a position. The status for the application can be found in the "Your Applications" section of the applicant portal. If you are selected, the status will change from In Progress to Hired. At this point you are considered an employee and are permitted to work the assignment. Do not arrive for work until your assignment has been approved.

If you have additional questions regarding student employment, please email us at hrhelp@winthrop.edu.

Zan C. Jones, SPHR, '96