

## HOW TO APPLY FOR A JOB AT CASTLETON UNIVERSITY

This page is to give students a quick and broad reference as to which departments have student employment positions.

Detailed listing of all jobs on campus, departments with openings and applications may be found at the bottom of Castleton's main web page under Employment then click on Student Positions.

Departments with an (\*), in addition to Federal Work-Study Funds, may have limited institutional funding to employ students who are not eligible for the FWS Program or (\*\*) have only institutional funds (IWS).

Supervisors will have a list of students who are eligible for **Federal Work-Study** and are clear to be hired. Students are clear to be hired if:

1. Awarded Federal Work-Study
2. The financial aid file is complete (*Complete is when all required information has been received, reviewed and processed*).

All student workers must be registered for classes at least half-time (6 Credits) for the fall and spring semesters in which they are eligible to work.

Should you be offered and accept employment, your supervisor will ask you to complete the needed items from the Student Employment Orientation Checklist which consists of the following:

1. Student Employment Form (Required)
2. W-4 (*Employee's withholding Allowance Certificate*) (Required if not already on file)
3. I-9 (*Employment Eligibility Verification*) (Required if not already on file)  
You must have one of the following with you to complete the I-9 form:
  - a. valid driver's license and original social security card
  - b. A valid driver's license and a birth certificate
  - c. An unexpired U.S. issued passport
4. A review of Web Time Entry (Required)
5. Direct Deposit (Encouraged for FWS; Mandatory for IWS )
6. VSC Application Form (Optional)
7. Confidentiality Statement (Required)
8. Review Criminal Background check (If Required)
9. Review of Online FERPA and Data Security Modules (If Required)

We hope that this information will help to make securing a job easier for you. If you have any questions, please contact the Financial & Registration Services at (802) 468-6070.

**STUDENTS MAY NOT START WORKING UNTIL THEY RECEIVE FINAL APPROVAL FROM THE FINANCIAL AID OFFICE.**

## Department and Supervisor Listing

DEPARTMENT	LOCATION	SUPERVISOR
Academic Support Center	Babcock Hall	Kelley Beckwith
*Admissions Office	Wright House	Erica Machia
*Alumni Relations	Woodruff Hall	Courtney Widli
*Alumni Giving/Phonathon	Woodruff Hall	Courtney Widli
America Reads	Stafford Academic Center	Kate Spaulding
*Athletics	Glenbrook Gym	Deanna Tyson
*Athletic Communications	Woodruff Hall	Jeff Weld
Business Administration	Woodruff Hall	Deb Danforth
*Conferences & Events	Hoff Hall	B Olson/L Phillips
Campus Center	Campus Center	Matthew Patry
**Career Services	Campus Center	Renee Beaupre-White
**Castleton Store	Campus Center	Colleen Ruiz
*Media& Communication	Leavenworth Hall	Samantha Green
*Community Services	Woodruff Hall	TBD
*Digital Media	Woodruff Hall	Jeff Weld
*Early Awareness Tour Guides	Stafford Academic Center	Kate Spaulding
*Educational Technology	Stafford Academic Center	Sarah Chambers
Financial Aid Office	Woodruff Hall	Teresa McCormack
Financial & Registration Services	Woodruff Hall	Kaitlin Morrison
*Fine Arts Center	Fine Arts Center	Ashley Haggerty
*Fine Arts Tech Services	Fine Arts Center	MacArthur Stine
*Fitness Center	Glenbrook Gym	Deanna Tyson
**General Education	Stafford Academic Center	Kate Spaulding
**Green Crew	Leavenworth Hall	Andrew Vermilyea
*IT Services	Stafford Academic Center	Gayle Malinowski
* Leavenworth	Leavenworth Hall	Pam Alexander
* Library	Library	Stephanie Traverse
*Mail Center	Campus Center	Heidi Cole
*Marketing/Communications	Woodruff Hall	Jeff Weld
**McNair Scholars Program	Leavenworth Hall	Amanda Richardson
Natural Science	Jeffords Center	Mary Droege
*Nursing/Math	Stafford Academic Center	TBD
President's Office	Woodruff Hall	Rita Geno
Psychology Dept.	Jeffords Center	TBD
*Public Safety	Hope House	Keith Molinari
*Recreation/Intramurals	Glenbrook Gym	Deanna Tyson
Registrar's Office	Woodruff Hall	Heather Morrison
Residence Life	Campus Center	Michael Robilotto
*S.H.A.P.E.	Glenbrook Gym	D Tyson/S O'Connor
*Soundings	Campus Center	Samantha Green
**SOS	Campus Center	V Angis/L Phillips
*Spanish	Leavenworth Hall	Delma Wood
Spartan Arena	Spartan Arena	Steve Wolf
*Sports Marketing and Promotion	Woodruff Hall	Jeff Weld
Student Life	Campus Center	Victoria Angis
**Tutoring	Babcock Hall	Deborah Jackson
**Videofest	Leavenworth Hall	Samantha Green
Wellness Center	Campus Center	Denise Rhodes
**Women's Studies	Leavenworth Hall	Melinda Mills