

# TruPositions

Truman's Centralized Student Employment Website

Student Instructions

# TruPositions



[About](#) [Majors & Programs](#) [Admission & Cost](#) [Student Life](#) [Alumni & Donors](#) [Athletics](#)

## TruPositions

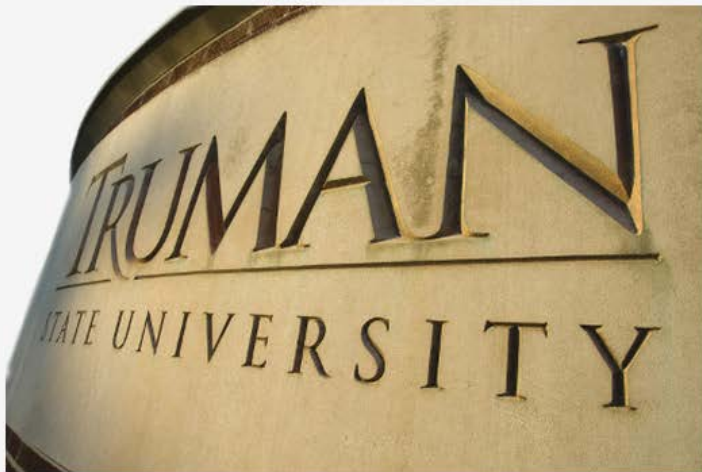


[TruPositions Home](#)  
[Position Listings](#)  
[Tutorials](#)  
[Forms](#)  
[Contact Us](#)

Welcome to TruPositions

- [Students](#) ← Click on Students
- [Supervisors](#)

# TruPositions



Enter your Username and Password


Username:

Password:


Warn me before logging me into other sites.

[Forgot your password?](#)

[LOGIN](#)

 For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your  
username  
and password



# TruPositions

TruPositions



TruPositions Home /

TruPositions Home  
Position Listings  
Tutorials  
Forms  
Contact Us

## Student Employment Options

**Federal Work-Study:** Eligibility for Federal Work-Study is determined by the student completing the Free Application for Federal Student Aid ([FAFSA](#)) and having the results sent to Truman. Students should complete the FAFSA as soon as possible after October 1 of each year. Federal Work-Study is awarded on a rolling basis until funding is exhausted. Employment renewal is not guaranteed due to funding, changes in the family income and/or number of family members, and number of students requesting positions each year. Students are offered Work-Study in their Federal award letter and must accept or decline the funds. The hourly pay rate is the current minimum wage.

**Institutional Payroll:** Most departments on campus are budgeted funds to employ students. Departments are encouraged to post open positions and students must generally complete an employment application and submit it to the department supervisor for job consideration. The per hour pay rate for most positions is the current minimum wage. However, some technical positions pay slightly more per hour. Students must be enrolled in at least 9 credit hours per semester to be cleared for Institutional Payroll.

Students may also work during the summer, but need to have been enrolled in the preceding spring semester, the following fall semester or be taking classes in the summer.

Students may work up to 20 hours a week during the academic year and 39 hours per week during periods of non-enrollment. This total includes any combination of hours from all employment options. However, students are not normally employed through both Federal Work-Study and Institutional Payroll during the same enrollment period.

**Scholarship Service:** Students with Truman merit scholarship(s) that exceed \$1250 per semester and meet the credit hour and grade point requirements for renewal have the option of performing 60 hours of service per semester to renew their award. Students may choose to take one-half the value of their scholarships and not perform the service. Information regarding scholarship renewal is available [on the Financial Aid website](#).

**Graduate Assistantships:** Contact the Graduate Office in McClain Hall 203 or call 660-785-4109.

**Other On-Campus Employment:** The Truman State University Bookstore and Sodexo Food Service are private vendors on campus that also employ students. You can contact Sodexo in the Student Union at 660-785-4197. The Bookstore is also located in the Student Union and can be reached at 660-785-4212.

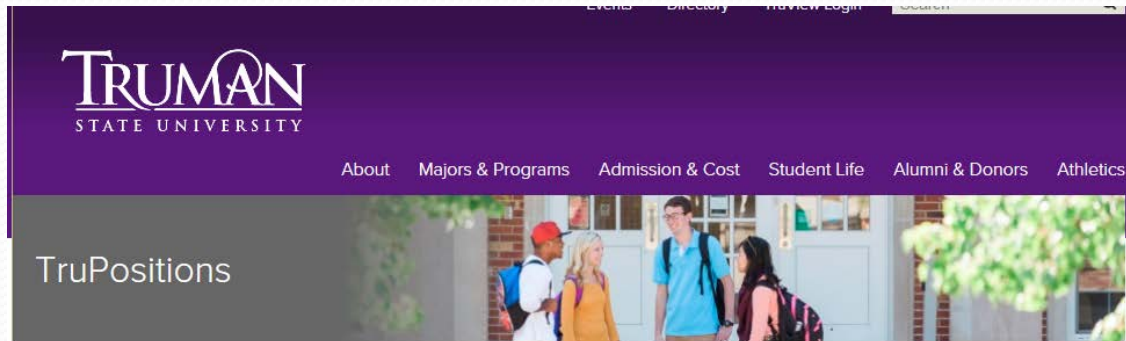
**Off-Campus Employment:** Many local businesses employ Truman students. The Career Center located in the Student Union can assist students in locating off-campus employment. You can contact the Career Center at 660-785-4353.

[Continue to Position Listing](#)



After reading about employment options,  
click [Continue to Position Listing](#)

# TruPositions



TruPositions Home / Position Listings

Click on a position name to view more details or apply.

I = Institutional  
W = Work Study  
S = Scholarship

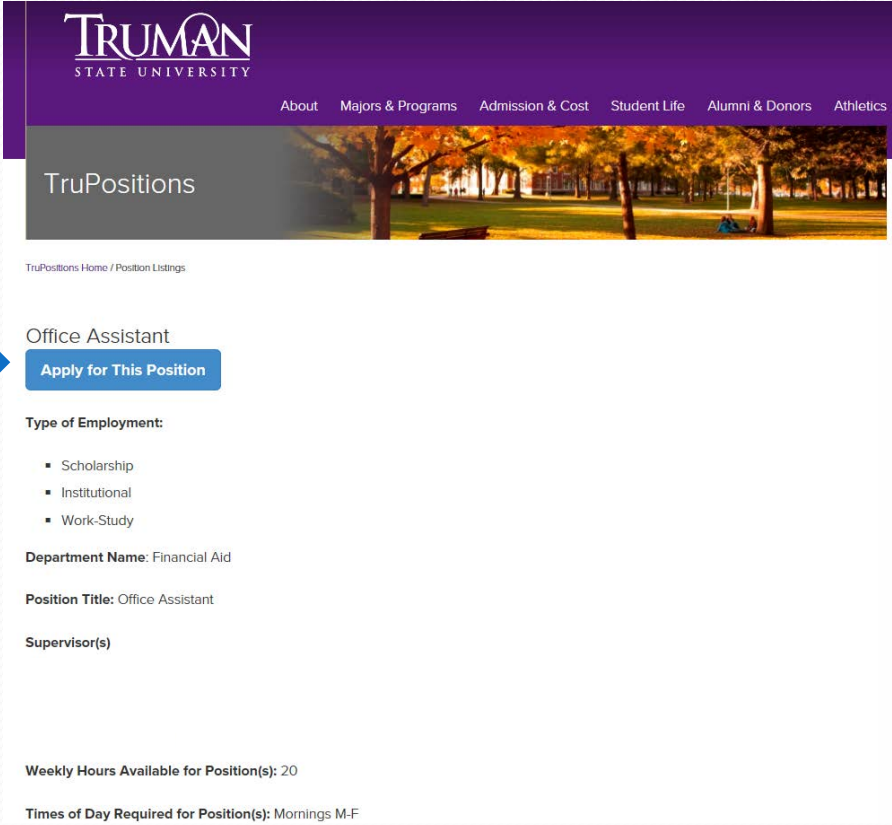
Total rows: 1 Clear all

Position Title	On/Off	Location	I	W	S	Hours	Supervisor(s)
Office Assistant	On-Campus	Financial Aid	√	√	√	20	

Click on  
Position Title  
to view the  
position  
description



# TruPositions



The screenshot shows the Truman State University website's TruPositions page. At the top, there is a purple navigation bar with the university logo and links for About, Majors & Programs, Admission & Cost, Student Life, Alumni & Donors, and Athletics. Below the navigation bar is a banner image of a campus with trees and a person sitting on a bench. The main content area is white and contains the following information:

- TruPositions Home / Position Listings
- Office Assistant
- [Apply for This Position](#)
- Type of Employment:**
  - Scholarship
  - Institutional
  - Work-Study
- Department Name:** Financial Aid
- Position Title:** Office Assistant
- Supervisor(s)**
- Weekly Hours Available for Position(s):** 20
- Times of Day Required for Position(s):** Mornings M-F

Click Apply for  
This Position



# TruPositions

These forms  
must be  
completed

Our records indicate that you have not yet provided a completed W-4 and/or I-9 form to the Payroll Office. These forms must be submitted before you can start working. Please complete **these forms**, and bring them to the Payroll Office along with two forms of identification: your driver's license or student ID card AND your Social Security card or birth certificate. If you have a passport, that is the only form of identification required.

Application  
Welcome, \_\_\_\_\_

Personal Data  
First Name:

Last Name:

Student ID Number:

Local Address:

Home Address:

E-mail:

Cell Phone:

Have you worked for the University before?  Yes  No

If yes, where?

List any relatives presently employed at Truman:

Education  
Grade Level:

Cumulative GPA:

I authorize Truman State University to inquire about any of the information contained in this application for employment, except where my written statement specifically requests that no reference be made.

Truman State University is an equal opportunity employer.

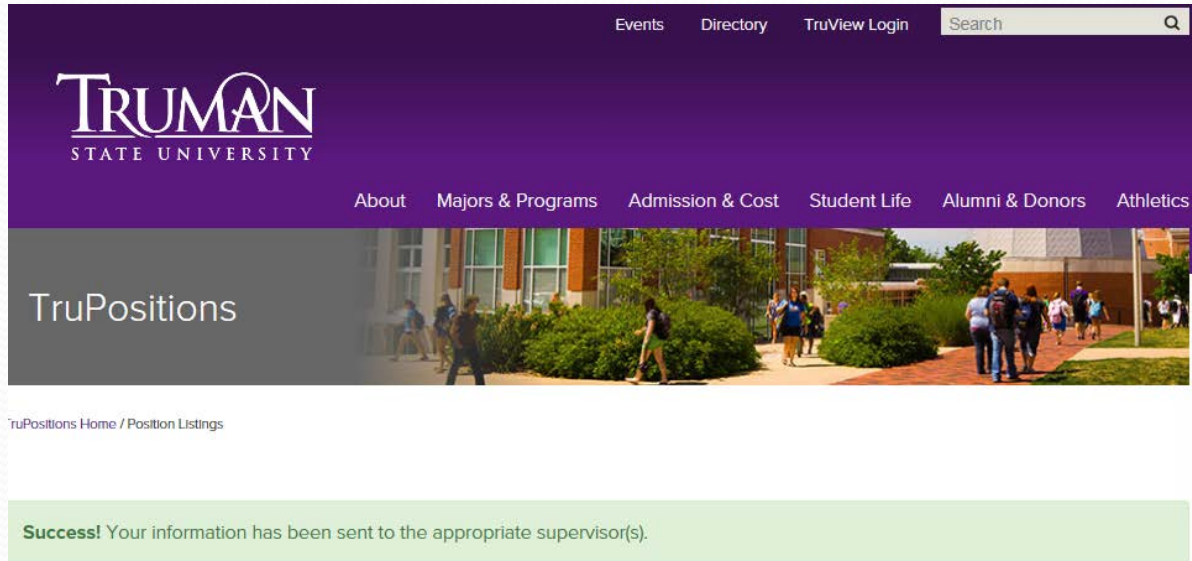
Submit

Once you are finished filling out the application, you must check the box and click Submit

You will be asked to fill in some basic information about yourself, your availability, and past employment history



# TruPositions



The screenshot shows the TruPositions website interface. At the top, there is a navigation bar with links for Events, Directory, TruView Login, and a Search box. Below this is the Truman State University logo and a secondary navigation bar with links for About, Majors & Programs, Admission & Cost, Student Life, Alumni & Donors, and Athletics. The main content area features a large banner image of a university campus with the text "TruPositions" overlaid. Below the banner, there is a breadcrumb trail: "TruPositions Home / Position Listings". A prominent green success message box is displayed, stating: "Success! Your information has been sent to the appropriate supervisor(s)."

Your application has been submitted

