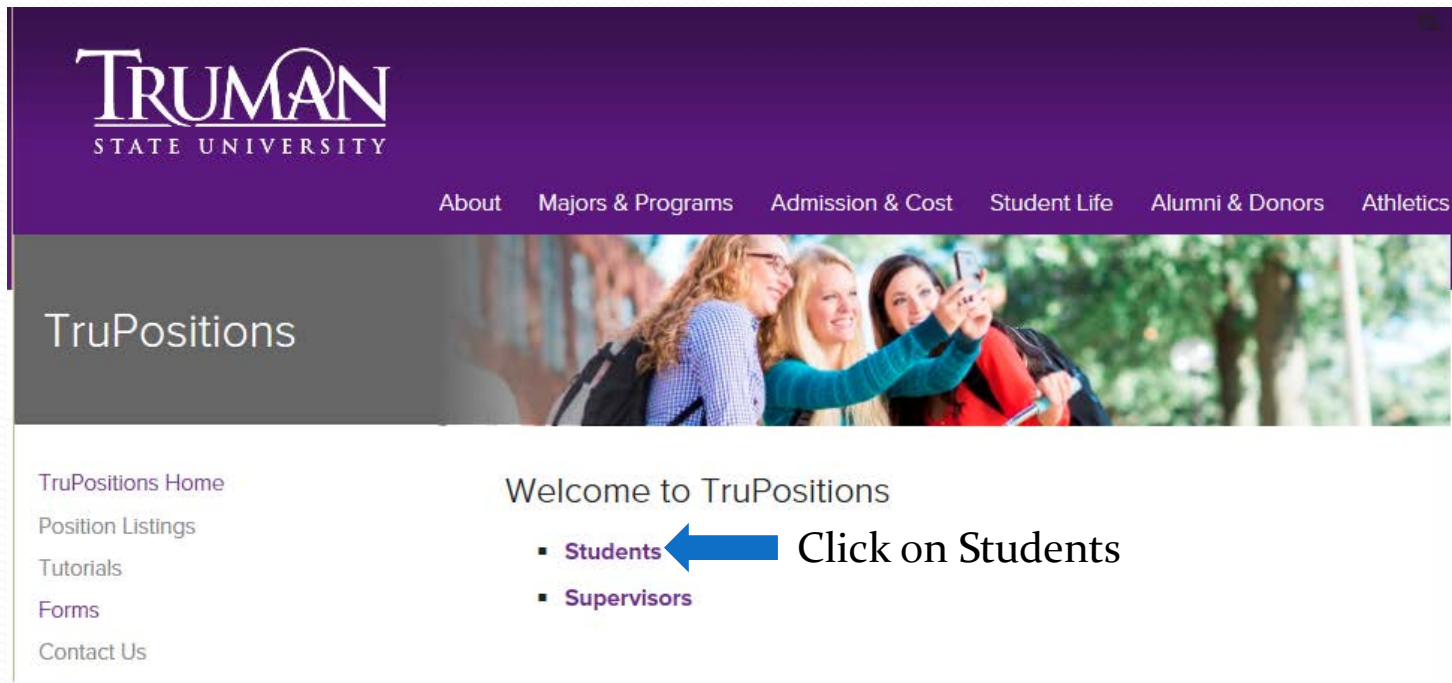


TruPositions

Truman's Centralized Student Employment Website

Student Instructions

TruPositions



TRUMAN
STATE UNIVERSITY

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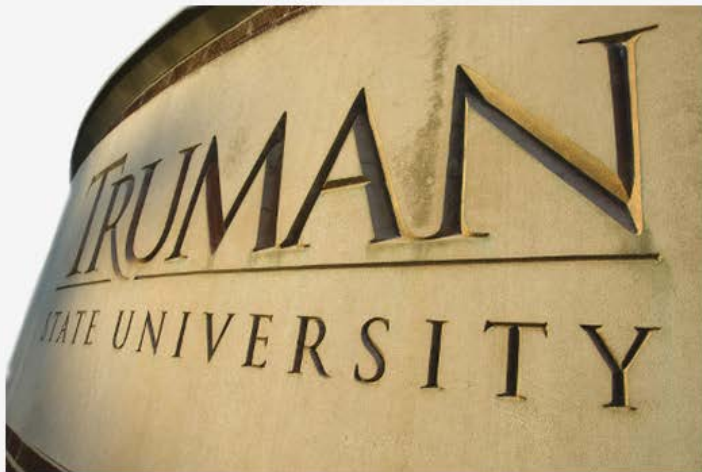
[TruPositions Home](#)
[Position Listings](#)
[Tutorials](#)
[Forms](#)
[Contact Us](#)

Welcome to TruPositions

- [Students](#)
- [Supervisors](#)

Click on Students

TruPositions



Enter your Username and Password

Username:

Password:

Enter your
username
and 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!

TruPositions

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 offered 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 offer letter and must accept or decline the funds. The hourly pay rate for Work-Study positions is established by the University on January 1 of each year and will be indicated on the position listing.

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 hourly pay rate for Institutional positions is established by the University on January 1 of each year and will be indicated on the position listing. Students must be enrolled at least half-time 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 \$1500 per semester and meet the credit hour and grade point requirements for renewal have the option of performing 53 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

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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

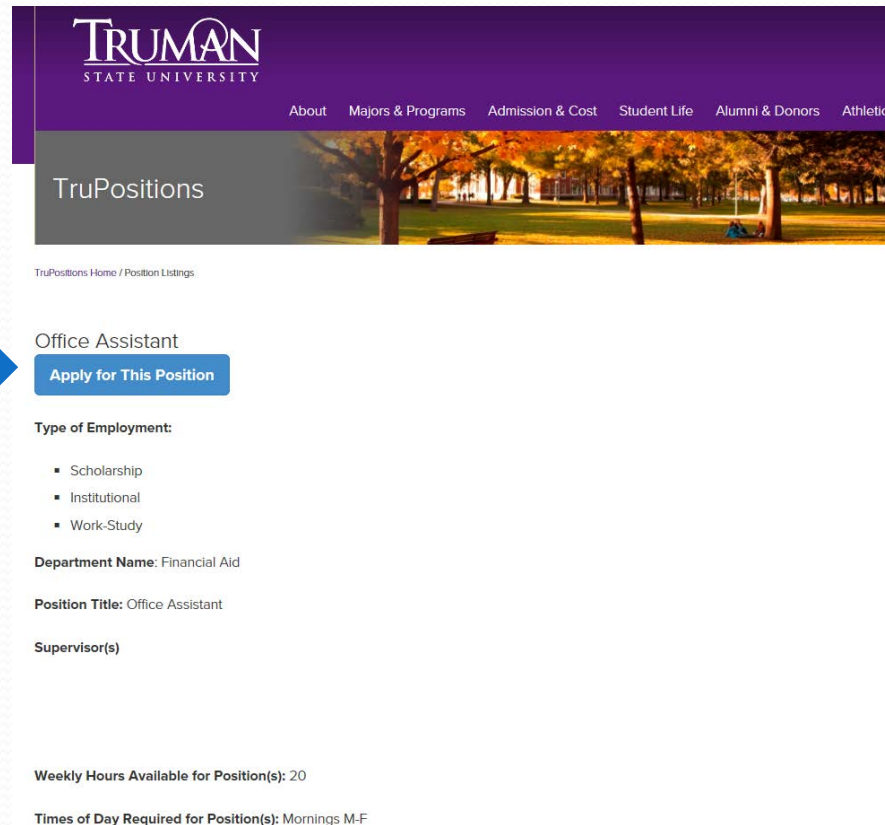
Position Title	On/Off	Location	I	W	S	Hours	Supervisor(s)
Office Assistant	On-Campus	Financial Aid	√	√	√	20	

Click on
Position Title
to view the
position
description



TruPositions

Click Apply for
This Position



The screenshot shows the Truman State University website header with the logo and navigation links: About, Majors & Programs, Admission & Cost, Student Life, Alumni & Donors, and Athletics. Below the header is a banner image of a campus with trees and the text "TruPositions". The main content area displays the job listing for "Office Assistant" with a blue button labeled "Apply for This Position". Below the button, the "Type of Employment" section lists three options: Scholarship, Institutional, and Work-Study. The "Department Name" is Financial Aid, the "Position Title" is Office Assistant, and the "Supervisor(s)" field is empty. At the bottom, it states "Weekly Hours Available for Position(s): 20" and "Times of Day Required for Position(s): Mornings M-F".

TRUMAN
STATE UNIVERSITY

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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

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.

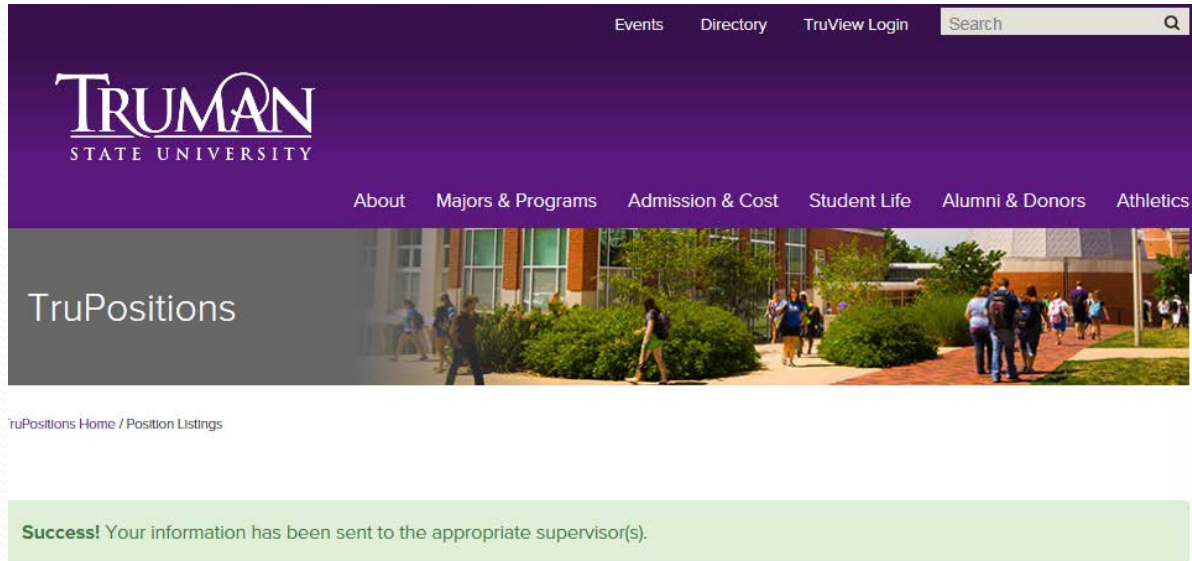
Truman State University is an equal opportunity employer.

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



Your
application
has been
submitted

