



## Student Employment Office

East Carolina University  
100-C Fletcher Hall • Greenville, NC 27858-4353  
252-737-HIRE (4473) • 252-328-5599 fax  
[www.ecu.edu/hireapirate](http://www.ecu.edu/hireapirate)

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### **Graduate Assistantship (GA) Job Search Procedures**

1. Campus departments are encouraged to post their Graduate Assistantship positions online via Career Connections. To access these postings, go to [www.ecu.edu/hireapirate](http://www.ecu.edu/hireapirate), click on [Career Connections](#). If you are already registered with are office you can enter your pirate id and password. If not go to the "**click here to register**" under the student login area and follow the prompts. Once your account has been created, you can begin your search by selecting "**Job Search**" on the menu bar. Under "**Position Type**" in the job search screen, select "**Graduate Assistantship**" and then click "**Search**".
2. Application procedures may vary with each GA position. Some GA positions will allow you to apply through this system as long as you have a resume or student employment application loaded in Career Connections. Check out "**Student Employment Resources**" and the "**Student Guide**" located in the "**Resource Library**" on your Career Connections homepage for instructions on creating/loading a resume and/or application in the system.
3. Students who need assistance with the job search process should schedule an appointment with the Student Employment Office by calling 252.737.4473 or [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu). The Student Employment Office is located in Fletcher Hall near the West End Dining Hall.
4. **Prior to beginning work** ECU hiring department supervisors will assist students in completing required paperwork (tax forms, I-9 forms, and direct deposit authorization). **IMPORTANT:** ECU students hired to work on-campus **MUST** provide proof of identity and employment eligibility on or before their first day of employment. Most commonly used documents to satisfy this requirement are Social Security Card & Driver License or a Passport. A complete list of acceptable documents is available online at [www.uscis.gov/files/form/I-9.pdf#page=4](http://www.uscis.gov/files/form/I-9.pdf#page=4). Failure to provide these documents in a timely manner may delay your start date and/or payroll process.
5. For further details regarding Graduate Assistantship policies and procedures please view The Graduate School's website at <http://www.ecu.edu/cs-acad/gradschool/assistantship.cfm>.