

The **Earn and Learn Program** provides the opportunity for students to work on campus while taking summer classes. Students must be at least 16 years old and taking six or more credits in the summer. A payroll deduction plan is available to make payment for tuition, books and fees. Follow the instructions below to apply.

At anytime:

1. Create a resume and list of references. These two documents will be needed later in the application process.
2. Log onto www.uakjobs.com.
3. Click on "CREATE APPLICATION" in the upper left hand corner and follow the instructions to create your basic UA application.
4. Remember the username and password that you have created.

April 1 – May 15, 2009

1. E-mail Vanessa Spencer, Summer Sessions personnel technician, at fnvls@uaf.edu that you are interested in the Earn and Learn Program and have created an application at uakjobs.com.
2. An e-mail will be sent back to you with three links for summer student jobs. Allow two business days to receive this response.
3. Click on one of these links. It will take you to a new page.
4. On this new page, click on the button "APPLY FOR THIS POSTING" above the position information.
5. Enter your uakjobs user name and password. You will be taken to a screen that will display the basic UA application you previously created. If all the information is still accurate continue to the next page.
6. Answer the supplemental question and certify your application. Continue to the next page.
7. On this page you will submit your resume and reference list. Scroll to the bottom of the page and click "Attach". Follow the instructions to upload for each of the required documents.
8. After you have attached the documents, follow the links to submit your application. Record the submission number.
9. Repeat steps 3 to 8 for the other two links provided in the email from Summer Sessions.
10. After completing the three online applications, call 474-7021 to set up an appointment with the Summer Sessions Director to begin the interview and placement process.

The deadline to apply for the **Earn and Learn Program** is May 15, 2009.