



Office of Human Resources
Davina A. Malloy, Assistant Director of Human Resources
University of North Carolina at Pembroke
Lumbee Hall, Third Floor, Room 347
One University Drive, P. O. Box 1510
Pembroke, NC 28372
Ph: (910) 521-6587 / Fx: (910) 521-6553

Memorandum

To: UNCP Students

From: Davina A. Malloy

Date: March 18, 2009

Subject: New On-Campus Student Employment Process

The Office of Human Resources along with The Career Center announces new procedures for on-campus student employment that is being rolled out during the Spring semester and will be fully operational beginning July 1, 2009. This new process will give students access to The Career Center's centralized site where ALL on-campus student employment opportunities, both Work Study and non-Work Study, will be posted and students may apply for open positions.

This new online student job posting system is called *Brave Opportunities*. UNCP Students will utilize new procedures for reviewing and applying for positions through *Brave Opportunities*. Additionally, students will report hours for payroll through BraveWeb Employee Self Service timesheets.

Training sessions will be held in the near future to assist students with utilizing this new process for on-campus student employment. If you have questions regarding these new procedures, contact Davina Malloy in Human Resources at 521-6279 or Denisha Sanders in The Career Center at 521-6270.

We look forward to working with you as you pursue on-campus student employment opportunities!