Navigating the Student Employment Website

- Navigate to studentjobs.uconn.edu.
- In the navigation menu, on the left of the page, click UConn Students.
- In the navigation menu, click Find a Job.
- On the screen that appears, check off all funding sources available to you. (Work-Study and Off-Campus Work-Study Community Service are only for Work-Study recipients)
  - If you are unsure of whether or not you have Work-Study, refer to your financial aid award.
  - Any UConn student may apply for a Student Labor job.
- The screen that appears will give you many options for sorting your search results. The Quick-search options are relatively self-explanatory. When using the Advanced-search, you are able to modify the categories of job, employers, time of year, wage rate, and hours required per week.
- Once you have filtered your results, click on the job title for a more complete job description. There you will find a link to apply for the job.
- Fill out the online application completely. Be sure to include information about prior work experience and coursework related to the job. Consider attaching your resumé and check your spelling.
- The Student Employment website also offers the following:
  - My Job Mail – a service that will automatically email you when jobs of the type you specify become available
  - Answers to Frequently Asked Questions (FAQs)
  - The Student Employment Guide – policies and procedures for students working under the Student Labor and Work-Study payrolls
  - Forms and Guides
  - Job Descriptions – general outlines of typical job duties. Refer to the job duties specific to advertised positions for more details about individual work opportunities