

- ▶ Navigate to [studentjobs.uconn.edu](http://studentjobs.uconn.edu).
- ▶ In the JobX links menu, on the right of the page, click [JobX for UConn Students](#).
- ▶ In the navigation menu, on the left, 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, in the Student Administration System under Financial Aid.
  - Any UConn student may apply for a Student Labor job.
- ▶ The screen that appears will give you many options for sorting under the **Quick Search** tab. The **Advanced Search** tab allows additional sorting of categories, e.g. **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.
- ▶ **Fill out the online application** for jobs you are interested in. 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