Navigating the Student Employment Website

- Navigate to 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

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