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.

▶ Select Click Here to search and apply for work-study or student labor positions

▶ On the screen that appears, **check off all funding sources available to you** and click on Set Choices button. (Work-Study and Off-Campus Work-Study Community Service are only for students who have been awarded work-study as part of their financial aid package.)
   - 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. Students must register for an account and log in to apply for a position. When submitting an application, be sure to include information about prior work experience and coursework related to the job. Consider attaching your resume and check your spelling.

▶ The Student Employment website also offers the following:
   - **JobMail** — 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