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 Federal 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. (Federal Work-Study and Off-Campus Work-Study Community Service are only for students who have been offered Federal Work-Study as part of their financial aid offer.)
  - If you are unsure of whether or not you have Federal Work-Study, refer to your financial aid offer 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 that you can refer to for more details about individual work opportunities

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