Your first step in seeking a campus job should be to apply through HIRE-UT. To log into your account, please go to www.ut.edu/hireut. If you have difficulty accessing your HIRE-UT account, please contact the Office of Career Services at hireut@ut.edu.

Unfortunately, not all campus employment opportunities are posted on HIRE-UT. Because student employment is competitive, we encourage you to approach your campus job search in a professional manner. In addition to applying for available job opportunities posted on HIRE-UT, here are some extra tips:

**KNOW**
Know your Financial Aid Status. *Are you considered Student Employment or Work Study?* This is important as some offices only hire one or the other. When in doubt, check your Financial Aid package on SpartanWeb or with your Financial Aid counselor. (813-253-6219 or finaid@ut.edu)

**PREPARE**
*Do you have all the necessary documents in order to apply for the position?* Most campus employers will require you to submit at least a resume. Some may also require a cover letter, student employment application, and letters of recommendation. If you need assistance with creating a resume or cover letter, please use the guides on http://www.ut.edu/career/jobsearchtoolbox/. You can also take advantage of walk-in hours Monday – Friday from 2pm – 4pm for a resume or cover letter critique.

**RESEARCH**
Do your research as to what offices on campus hire many student employees. Dining Services, Post Office, Admissions, Athletics, McNiff Fitness Center, Media Services, Computer Labs, Library, Office of Student Leadership and Engagement, and Campus Recreation are just to name a few.

**NETWORK**
Ask your classmates, friends, professors, admissions counselors, Resident Assistants, etc. if they know of any offices on campus that are currently hiring students. Let them know that you are looking for a campus job and to keep you in mind if they hear of any openings.

**ENGAGE**
Send your resume to various campus offices to inquire about their hiring needs. Be sure to include in your email why you would be a good fit for the job, not why the job would be a good fit for you.

**FOLLOW UP**
If you do not hear back, it can be helpful to send a follow-up email to the individuals to whom you sent your resume. Please keep in mind that following up too aggressively can become a barrier to reaching your goal of getting a campus job.

**CREATE RELATIONSHIPS**
If the office does not have opportunities currently available, you may have the opportunity to establish a relationship with that hiring manager to be considered for their next round of hiring. Treat your campus job search as an opportunity to learn more about the various offices on campus and to help you determine where you would ultimately enjoy working.

If you have any additional questions, please contact The Office of Career Services, hireut@ut.edu or by phone at (813) 253-6236.