



# On-Campus Employment Search

## **STEPS TO SEARCH FOR ON-CAMPUS EMPLOYMENT:**

1. Log into your Handshake account: <https://ut.joinshandshake.com/>
  - A. Make sure you are using your @Spartans.ut.edu email address
  - B. Trouble logging in? Reset your Handshake Password (Don't worry, it won't affect your other UT accounts)
2. Click on "Jobs" at the top of the page
3. Select the "On Campus" filter
4. Hold cursor over and click on "**On Campus Jobs**" then expand the job description by clicking on "**See More**"
5. Click on link: <https://www.myworkday.com/utampa/d/home.html>
6. Your link will bring you to the **Workday** system (This system houses all of our on-campus jobs for the University of Tampa)
7. Click on the "**Career**" Icon and proceed to the "**Find Jobs**" tab
8. Select "**Part Time**" from the left side tab to show you all available on-campus jobs

## **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](mailto: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 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 drop-in hours Monday – Friday from 2pm – 4pm in SFB 117 during the fall and spring semesters for resume and cover letter critiques, and quick job search strategies.

## **RESEARCH**

Do your research as to what offices on campus hire many student employees. Dining Services, Post Office, Admissions, Athletics, Fitness and Recreation Center, Media Services, Computer Labs, Library, and the Office of Student Leadership and Engagement just to name a few. You can find a list of the departments on campus using the UT Directory on [www.ut.edu/directory/](http://www.ut.edu/directory/).

## **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. This could be done in-person or via email. Be sure to include in your email and 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 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.