



ON-CAMPUS EMPLOYMENT SEARCH

STEPS TO SEARCH FOR ON-CAMPUS EMPLOYMENT

1. Access Workday through your **MyUTampa Dashboard**.
2. Workday is where all University of Tampa on-campus job openings are posted.
3. Click on the **Career** icon, then go to the **Find Jobs** tab. *(If you don't see the Career icon right away, click "View All Apps" to locate it.)*
4. **Filter for Part Time Roles:** On the left side of the page, select **Part Time** to view all available on-campus positions.

KNOW YOUR FINANCIAL AID STATUS

Are you eligible for Student Employment or Work Study? Some departments only hire one or the other. Check your Financial Aid package or contact the UTampa Financial Aid Office at (813) 253-6219 or finaid@ut.edu if you are unsure.

PREPARE YOUR APPLICATION MATERIALS

Do you have all the necessary documents 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 in the Office of Career Services Job-Search Toolbox. You can also take advantage of drop-in hours Monday – Friday from 1:00pm – 4:30pm in SFB 117 during the fall and spring semesters for resume and cover letter critiques, and quick job search strategies.

RESEARCH POTENTIAL EMPLOYERS

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 UTampa 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 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.

EXPLORE

EXPERIENCE

ACHIEVE