Looking for a Student Job?

FIND AN ON-CAMPUS JOB

Go to usf.edu and click on “WORK AT USF”. (It’s one of the quick links on the right)

Click on “Find Student Jobs.” (It’s another quick link on the right). Next, choose “Browse Job Openings” (in the menu on the left) and click on “Access Careers@USF.”

Click on “New User” in the upper right corner of the Careers Home website to create an account if this is your first visit. Otherwise choose the “Sign In” option. (You’ll need an active account to apply for jobs.)

Use the “Job Families” filter to choose “Student Employment” or “FWS Student” jobs. Use the “Locations” filter to search jobs by campus. Remember to hit “Search” after selecting filters.

MYTHS VS. FACTS

MYTH: I can only get a job on-campus if I have a Federal Work Study (FWS) award.

FACT: About 20% of the jobs on campus are funded with an FWS award. The other 80% are open for any student to apply for. These are designated as Job Type “Student Employment” on Careers@USF.

MYTH: I can only work on-campus as a student.

FACT: Students can work on or off campus (at part-time or full-time jobs, and even internships and co-ops.) For off-campus jobs, visit Employ-A-Bull – a free database housed with Career Services. Go to usf.edu/career-services, then click on “FIND A JOB, Employ-A-Bull for Students” in the quicklinks on the right-hand side of the page. Login info is emailed to students at the beginning of each fall semester, but you can call the Career Services front desk at 813-974-2171 to activate your account early if you are a new student. Returning students that do not remember their login info should enter their USF email address as the “User Name” and click on the “Forgot your password?” link to follow prompts that will reset the password for their account.

MYTH: International students can’t work on campus.

FACT: F-1 students are eligible to work on campus. Eligibility requirements have to be met for international students to work off campus. Additional restrictions and permissions apply to other visa types. International students should clarify questions they have about their work eligibility by visiting the International Services website at global.usf.edu/is. Information can be found under the “Current Students” tab in the “Employment” section.

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MYTH: My FWS award is applied to my tuition bill.

FACT: FWS students receive a paycheck every other week that gets deposited into the bank account of their choosing. You can use the paycheck to offset your educational expenses in whichever way you desire. You will earn up to the amount of the award you see in OASIS as part of your financial aid package.

MYTH: If I don’t use my FWS award, I will have to pay it back.

FACT: You won’t have to pay any FWS money back because you earn your award over the course of the semester in the form of paychecks.
BE A COMPETITIVE CANDIDATE

40,000 students on campus means you have competition for any job. Make yourself a stand-out candidate by asking Career Services for help early and having a strategic plan when applying to positions.

FREQUENTLY ASKED QUESTIONS

What types of jobs can I get?
Office assistants, food service, student leader, and jobs requiring extra training such as design skills or research abilities are all available.

I don’t understand why I didn’t get a Federal Work Study award? I’m a transfer student and I have a question about if my FWS award will transfer? I really don’t think I will use my FWS award – can I decline it?
The University Scholarships and Financial Aid Services office awards students Federal Work Study as part of their financial aid package. To get your FWS questions answered, visit usf.edu/finaid.

DO YOU NEED HELP?

☐ Start by exploring the Part-Time Job Search Guide and the Federal Work Study overview on usf.edu/career-services/students/job-search.aspx
☐ Use Career Express (our walk-in services) for quick critiques of your résumé and cover letter. Our hours are Monday and Tuesday from 10 – 11:30 a.m. and Wednesday and Thursday from 1 – 3:30 p.m.
☐ Call the Career Services’ front desk at 813-974-2171 to make an appointment with your Career Consultant for help on navigating the job search process.
☐ Still have questions? Email Ashley Motley, Assistant Director of Student Employment, at akmotley@usf.edu.

JOB HUNT CHECKLIST

☐ Create a tailored résumé
☐ Address your cover letter to the hiring manager of the department for which you are applying. You’ll always find the contact info for the department at the bottom of each job posting.
☐ Complete the Careers@USF general application and check for spelling and grammar errors. Don’t leave any fields blank – use N/A if necessary.
☐ If applying to FWS jobs, you will need to provide a screenshot of your award to attach to the application. Login to my.usf.edu > My Resources > OASIS > Financial Aid > My Award and Loan Information > Award Overview and your award will be shown as a line item in your financial aid package. Take a print screen of the award and save it.
☐ You may also be asked to provide your class schedule. Find this at my.usf.edu > My Resources > OASIS > Registration > Week at a Glance.
☐ Careers@USF only lets you attach one document to each position you apply to. Make sure your general application is updated, then combine all of your additional documents into one PDF and upload it with your application.

ONE LAST THING

Students often do the best at balancing work and school if they limit their job hours to 15-20 a week.

If you get a campus job, you’ll need to have the right documentation to fill out your I-9 form. Check out the documents that you could use at uscis.gov/i-9. Make sure you have access to a voided check or bank document with an account number and routing number so that you can set up automatic deposit.