

A. Finding an On-Campus Job

For academic success, when working part-time on-campus you are limited to working up to 25 hours per week. International students are allowed to work up to 20 hours per week. You will find there are two types of on-campus positions, work-study or regular wage. In order to obtain a work-study position you must have applied and received work-study from **Financial Aid and Scholarships**. For more information about work-study eligibility contact [Financial Aid](#).

Steps to finding your on-campus job:

- Login to Jobs4Cats.
- Follow the instructions to register (create a student profile) or login as a registered user.
- Complete the Application for Student Employment found in the online resource library of your personalized [Jobs4Cats](#) homepage. Applications are also available in Career Services, LBJ Student Center, Suite 5-7.1. Some offices and departments create their own applications, so check with them first.
- Search for jobs in the Jobs4Cats database. Review any jobs that interest you and follow the application instructions listed in the job posting.
- Save your search and create a search agent. Jobs4Cats will notify you every time a new job matching your criteria is posted.
- Follow up on any applications that you submit to departments to check the status of your application.

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1. Applications

Follow the instructions given to apply for each job that interests you. When completing an application be sure to print legibly or use the online version. Return the application to the department that is hiring. Consider every question as being important and answer each fully. There may be some questions on the application form that are optional, and they should be clearly marked as such. Your responses should be complete sentences and given thought. Remember that you are trying to convey a professional image and first impressions count.

Tip 1: It may be a good idea to copy the blank application form. In the event that you make some

errors or revisions, you will then be able to submit another application.

Tip 2: Show enthusiasm for the job by meeting the application deadline and asking when you can expect to hear about scheduling an interview.

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2. The Interview

Interviewing for any job can be a nerve-wracking experience. The better prepared you are, the better your chances will be of converting an interview into a job. Either call, visit in person or send an application/resume. You may consider these tips when interviewing for positions:

- Dress appropriately and be on time.
- Greet the interviewer with a smile and a firm handshake.
- Go to the interview alone.
- Avoid chewing gum or use of tobacco products.
- Maintain direct eye contact and speak slowly.
- Be enthusiastic and positive.
- Know strengths, weaknesses and skills.
- Ask specific questions about the job.
- Promote yourself. Convince the interviewer that you can do the job. It's okay to tell the interviewer that you want the job.
- Ask when a decision will be made.
- Thank the interviewer for the interview.

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3. Work Study Guidelines

- The student demonstrates "financial need," as determined by Financial Aid and Scholarships.
The student must apply for financial aid with the Free Application for Federal Student Aid (FAFSA).
- The student is in good academic standing and is maintaining satisfactory academic progress.
- The student is enrolled on at least a half time basis of at least six semester hours during the Fall/Spring semesters, or at least three semester hours during each of the summer sessions, for a total of six semester hours.
- The student is a citizen of the United States, a U.S. national, or permanent resident.