On-Campus Jobs

There are many advantages to working on campus including:

**Accessibility:** Work is just a short distance away. You won’t need a car unless you work at the lab farms.

**Flexibility:** Campus employers understand your first priority is being a student. They will usually work around your class schedule and breaks and may give you time off for class projects or trips with enough advance notice.

**Connection:** Campus employment can help with the adjustment to campus life by enabling you to make connections with other students/staff/faculty and boosting your overall campus knowledge.

How to Find an On-Campus Job

**First Step: Find Out if you Qualify for Work Study.**
Work study dollars are awarded through a federal employment program on the basis of financial need. The first step is submitting the Free Application for Federal Student Aid (FAFSA). The federal government will process your FAFSA and send the processed application to UWRF. UWRF will then determine your eligibility for work study and include it on your financial aid award if you qualify. You will receive an email notification from the Financial Aid Office informing you that your financial aid award is available to view in eSIS. If you qualified for work study, you must accept or decline the award in eSIS. The campus has a limited number of work study positions; therefore, receiving a work study award **DOES NOT guarantee** that you will receive an on-campus job or earn the amount of money that you were awarded. However, having a work study award can be beneficial since some departments only hire students who have been approved for work study. To get started and for more information on the types of financial aid available, visit the Financial Aid Office’s website at: https://www.uwrf.edu/FinancialAid/ApplicationProcess.cfm or go to FAFSA at FAFSA.ED.GOV.

**What if You Don’t Qualify for Work Study?**
Many UWRF departments are able to hire student employees who are not awarded work study as “Student Assistants.” Work study and student assistant jobs generally pay the same and require the same skill set; the difference is how the positions are funded. For work study jobs, the federal government pays a portion of the student’s wage. For student assistance jobs, the department pays the entire wage.

**When Should You Begin Looking?**
Start NOW. Don’t wait until classes are in session because many positions will be filled by that time. If you don’t get a position for the fall, don’t give up. Many departments will also hire for spring semester or summer.

**Where Should You Look?**
Handshake is our campus-wide electronic job posting system. It lists many on-campus student employment positions. Check the system daily for new job postings. Also visit Handshake for off-campus jobs, internships, volunteer opportunities, and full-time employment postings: https://www.uwrf.edu/CareerServices/HandshakeLogin.cfm.

First year students will have access to Handshake 24 hours after registering for classes via the “Current Students” tab on the following page using your university W# and password: https://www.uwrf.edu/CareerServices/HandshakeLogin.cfm. Please do not attempt to log in until at least 24 hours after registering for classes. **By simply completing your Handshake profile, you have not yet applied for any specific jobs.** See each individual posting for specific application instructions.

**Tips for Obtaining an On-Campus Job**

**Network:** Do you know anyone who currently holds an on-campus job? Ask them if their department is hiring.

**Conduct Department Search:** Visit http://www.uwrf.edu/PeopleSearch/Departments.cfm. Call departments you are interested in applying to. Ask who hires students for that department, and follow-up via email inquiring about openings.

**Visit Departments in Person:** Locate and stop into each department you are considering. Make a positive first impression by dressing nicely and bringing your updated resume and class schedule. Introduce yourself to the office manager and inquire about open positions. If they don’t have any openings at this time, request they keep your contact information in case there is a change in their hiring needs. Check back later in the year to follow up.

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**University of Wisconsin River Falls**
**Career Services**

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