Tips to Getting an On-Campus Job

Welcome to UWRF! There are some great advantages to working on campus, such as:

- **Accessibility:** You do not need a car; getting to work is just a short walk.
- **Flexibility:** On-campus employers understand your first priority is being a student and will usually work around your class schedule and breaks, and may give you time off for class projects or trips.
- **Connection:** A campus job can help you adjust to campus by enabling you to make connections with others at UWRF and enhance your campus knowledge.

How do you land an on-campus position?

**Find out if you qualify for work study**

Work study is a federal employment program awarded to students on the basis of financial need. To apply, you must complete and submit a Free Application for Federal Student Aid (FAFSA) form to the Federal Government. A confirmation award letter indicating the amount of work study for which you qualify will be sent to you from the Federal Government. You must either accept or decline the award offer by using your UWRF eSIS account. The campus has a limited number of work study positions; therefore, getting a work study award DOES NOT guarantee that you will have an on-campus job to use the amount 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.

**What if you don’t qualify for work study?**

Some UWRF departments are able to hire student employees who are not awarded work study by hiring them as a “Student Assistant”. Both 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 student assistance jobs, the department pays all of a student’s wage, meanwhile for work-study jobs, the federal government pays most of the job’s wage. Some departments are able to hire both work study and student assistant positions.

**When should I begin looking?**

Start NOW. Do not wait until classes begin, since many positions will be filled by then. If you don’t get a position in the fall, don’t give up. Departments will also hire for spring semester.

**How do I find openings?**

Visit Career Services Web Page: [http://www.uwrf.edu/CareerServices/Students/FindJobOrInternship.cfm](http://www.uwrf.edu/CareerServices/Students/FindJobOrInternship.cfm)

- **Hire-a-Falcon:** Use the above link to find the Hire-a-Falcon System, which is UWRF’s job site. It hosts some, not all, on-campus job postings. Check the system daily for new jobs, or set-up a Job Agent to have new jobs emailed to you.
- **First Year Students:** you may not register until you are enrolled in classes. Until then, please log-in as a Guest using the username "guest" and password "guest" by clicking the “Perspective Students” button.

- **Talk to Classmates:** Do you know anyone who currently holds an on-campus job? Ask them if their department is hiring.
- **Find Departments:** Student Affairs, Hunt/Knowles, Food Service, the University Center and the Lab Farms hire large volumes of students each year—the above link has links to their web pages. Find various departments by visiting [http://www.uwrf.edu/PeopleSearch/Departments.cfm](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:** Make a positive first impression, dress nicely, bring your updated resume and class schedule. Locate and stop into each department you are considering. Introduce yourself to the office manager and inquire about open positions. If they say they have no openings at this time, ask if they know any other offices on campus who may be hiring. Request they keep your contact information and let you know if a hiring need arises in the future. If your personal contact information changes, be sure to stop back and provide an update.

If you do not find employment on campus, check resources like [www.rivertowns.net](http://www.rivertowns.net), the River Falls newspaper and Hire-a-Falcon for local employment.