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International Programs

On-Campus Employment at UNC Charlotte: Tips & Suggestions

International Student Orientation

Fall 2017

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Overview – International Students

Studying **IS** a big expense

- **However...**
  - Sufficient funding was presented at US Embassy/Consulate at time of visa interview
  - So expectation that you can 'pay your way' in the US without economic hardship
- Some opportunities for part-time work if available.

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Overview – International Students

- Lots of competition for student employment
  - Timing of jobs becoming available
  - (some students graduate or leave to focus on studies)
- Be patient and reasonably persistent
  - eventually you will be successful!
- Purpose vs. Use of Social Security Number
  - Some cases of ‘abuse’ in the past
  - Please be respectful to employer

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Using the Student Employment Website

- ‘Categories’ of On-Campus jobs
  - Student Temporary
  - Graduate Assistantships
  - International students NOT ELIGIBLE for Federal Work Study
- Sample job posting
  - http://hr.uncc.edu/students

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Common Employers

- SAC
- Cone University Center
- Atkins Library
- Student Union
- Recreational Services
- University Center for Academic Excellence (tutors)
- Languages & Culture Studies (tutors)
- Chartwells Catering
- Barnes & Noble Bookstore

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Following-up on a Job

- What is appropriate ‘follow-up’?
  - Allow one week to pass then inquire if position has been filled or if you are still being considered as a candidate
  - If yes, wait another week and then check again
- When is it time to ‘move on’?
- Accepting ‘no’ gracefully and respectfully (no negotiations)
- Stay positive and keep applying!
- Use your contacts!

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Once you've found a job…

- I-9 employment paperwork; i.e. 'blue card'
- Process for applying for a social security number
- Important follow-up responsibilities to Student Employment Office and Tax Office for IRS (Internal Revenue Service) purposes.

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Ethical and Professional Job Search

- ‘UNC Charlotte expects any student accepting a job offer to honor their commitment to the accepted position and company’ by ceasing their job search upon accepting an offer.

- When faced with an offer you are not sure about:
  - Ask offering employer for 24 hours to consider.
  - Inform any ‘first choice’ employers of your offer and ask if they have made their hiring decision yet.
  - Based on what you learn, make the best decision you can and STICK WITH IT!

- http://career.uncc.edu/resources/policies

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Good luck – remember…

Be patient,

but reasonably persistent!

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