On-Campus Employment at UNC Charlotte: Tips & Suggestions

International Student Orientation
Fall 2017
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.
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
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
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
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!
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.
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](http://career.uncc.edu/resources/policies)
Good luck – remember…
Be patient,
but reasonably persistent!