



University Career Center
UNC CHARLOTTE

On-Campus Employment: Tips & Suggestions

International Student Orientation
Fall 2018

Overview

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

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 on-campus employer

Career Center Presenters

Megan Corkery

Engineering Career Advisor

Michelle Wann

Job Location and Development Program Coordinator

Individual Appointments with a Career Advisor @ Career Center:

Schedule through Hire-A-Niner

“Quicklinks” on right side of screen

Click “Meet with Career Advisor”

On-Campus Employment

studentemployment.uncc.edu

Categories of On-Campus jobs

- Student Temporary Wage
- University Professional Internship Program (UPIP)
-Undergraduate students only (Sophomore, Junior, 1st semester Senior)
- Graduate Assistantships
- International students NOT ELIGIBLE for Federal Work Study (FWS)

***All job types will be listed in Hire-A-Niner to apply**



STUDENT EMPLOYMENT

[TYPES OF EMPLOYMENT](#)

[STUDENT RESOURCES](#)

[FACULTY & STAFF RESOURCES](#)

[FAQS](#)



UNC CHARLOTTE OFFERS MANY OPTIONS FOR STUDENTS TO FIND JOBS, BOTH ON AND OFF CAMPUS.



**FEDERAL
WORK-STUDY**



**ON-CAMPUS
JOBS**



**UPIP
INTERNSHIPS**



**GRADUATE
ASSISTANTSHIPS**



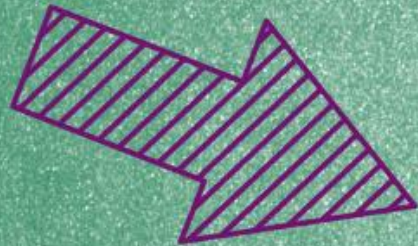
**OFF-CAMPUS
JOBS**



ALL STUDENT EMPLOYMENT

On & Off Campus

Apply through Hire-A-Niner



Make an
Appointment



Hire-A-Niner



Career Fairs



My Success Story
Portal



Request a
Presentation



Career Guide

LOGIN

UCC Managers

Students

Alumni

Employers

Faculty

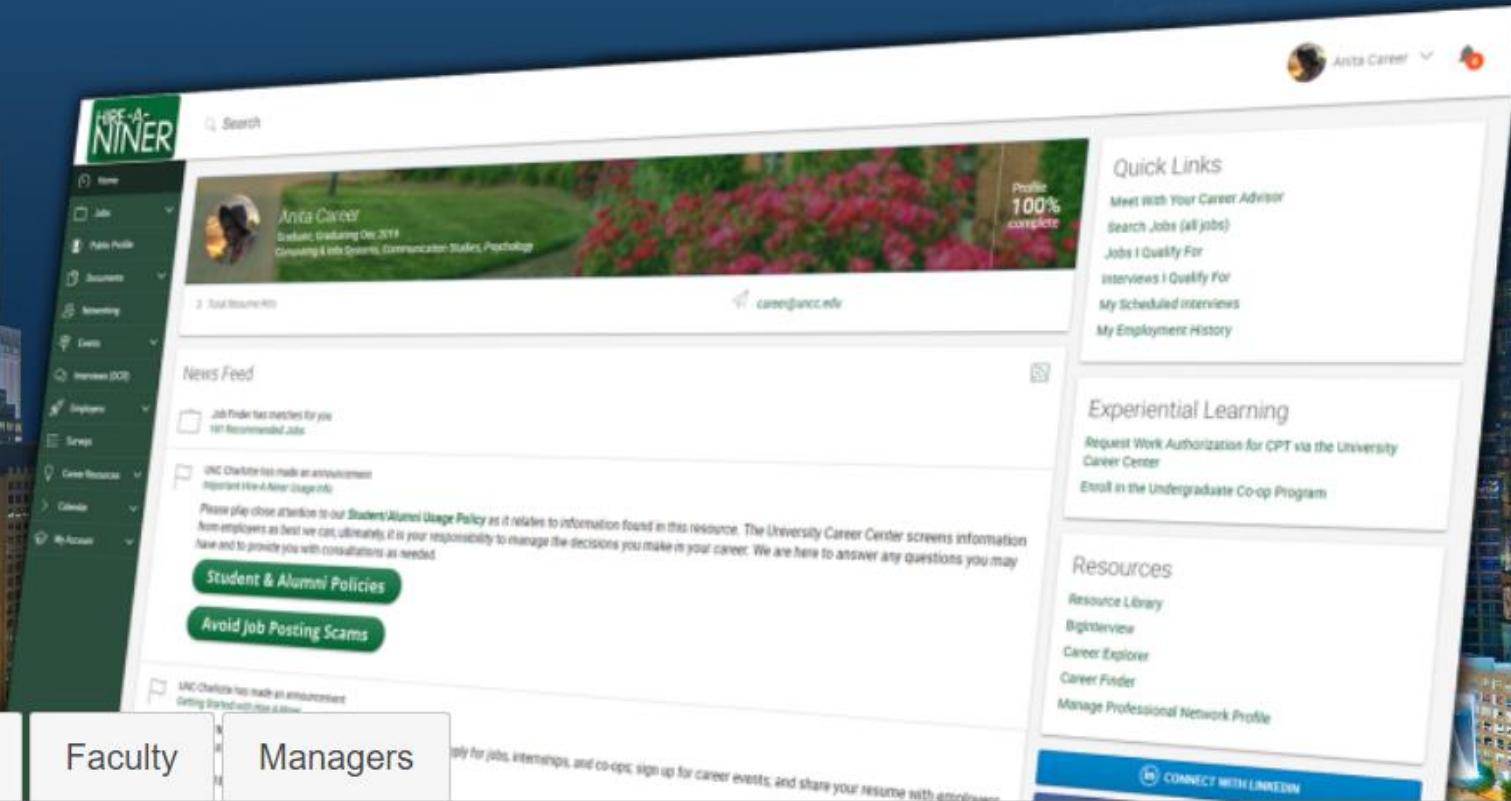
Students

Alumni

Employers

Faculty

Managers



STUDENTS

LOGIN

Current students may [login](#) to Hire-A-Niner using their existing NinerNet credentials.

Incoming freshman and transfer students: Please allow 3-5 days after registering for classes during SOAR for the University Career Center to receive your information and your account to be created.

WHY USE HIRE-A- NINER?

Easy access to

- Home
- Jobs
- Public Profile
- Documents
- Events
- Interviews (OCR)
- Employer Directory
- Surveys
- Career Resources
- Counseling & Calendar
- My Account



Welcome to Hire-A-Niner! Before you get started, you'll need to complete some personal and academic account information. Account."



Find a career you'll love!

Tell us your career interests and we'll show jobs, events and campus interviews personalized just for you.

This will take only 2 minutes.

[Get Started](#)



Megan I

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FAVORITE JOBS

Upload

Events For You

[See All](#)

Attend these recommended events.

Fall Career & Internship Fair ×

Part-time Job Fair (Fall 2018) ×

Sponsors



Sign up via Re

Home

Jobs

Search Postings

My Job

Applications

Extended Job
Search

On-Campus
Employment

Public Profile

Documents

Events

Interviews (OCR)

Employer Directory

Surveys

Career Resources

Counseling &
Calendar

My Account



Welcome to Hire-A-Niner! Before you get started, you'll need to complete some personal information to create your "My Account."



Find a career you'll love!

Tell us your career interests and we'll show jobs, events and campus interviews personalized just for you.

This will take only 2 minutes.

[Get Started](#)

Events For You

[See All](#)

Attend these recommended events.



Fall Career & Internship
Fair



Part-time Job Fair (Fall
2018)



- Home
- Jobs
- Public Profile
- Documents
- Events
- Interviews (OCR)
- Employer Directory
- Surveys
- Career Resources
- Counseling & Calendar
- My Account

Home / Jobs / Search Postings

Job Postings

Job Prefix Legend: FWS-Federal Work Study, STW-Student Temp Wage, UPIP- University Professional Internship Program
 These prefix acronyms can also be used as Keywords in the Search Bar such as STW to search for Student Temp Wage Jobs

Discover Favorites My Job Applications

All Jobs & Interviews ▾
 Position Type (1) ▾
 Industry ▾
 More Filters ▾
 Job Alerts (0)

On-Campus Employment (UNC Charlotte Departments Only) ×
 Clear All
 + Create Job Alert

1 - 20 of 153 results Date Posted ▾ Show 20 ▾

- | | | |
|--|--|------------|
| | <p>FWS - Communications Student Assistant 2018-19 NOT QUALIFIED</p> <p>UNC Charlotte College of Liberal Arts & Sciences Communications and Marketing Office</p> <p>On-Campus Employment (UNC Charlotte Departments Only)</p> | <p>NEW</p> |
| | <p>FWS - Events Student Assistant NOT QUALIFIED</p> <p>UNC Charlotte College of Liberal Arts & Sciences Communications and Marketing Office</p> <p>On-Campus Employment (UNC Charlotte Departments Only)</p> | <p>1d</p> |

Keywords Location 25mi

All Jobs & Interviews Position Type (1) Industry More Filters Job Alerts (0)

<p>Exclude</p> <ul style="list-style-type: none"><input type="checkbox"/> Exclude Nationwide Jobs<input type="checkbox"/> Exclude Jobs I've Applied For <p>Work Authorization</p> <ul style="list-style-type: none"><input type="checkbox"/> [no selection]<input type="checkbox"/> U.S. Citizen / Permanent Resident<input type="checkbox"/> Student (F-1) Visa<input type="checkbox"/> Exchange Program (J-1) Visa<input type="checkbox"/> Professional (H-1B) Visa <p>On-Campus Experience Type</p> <ul style="list-style-type: none"><input type="checkbox"/> [no selection]<input type="checkbox"/> University Professional Internship Program<input type="checkbox"/> Graduate Assistantship<input type="checkbox"/> Student Temp Wage<input type="checkbox"/> Federal Work Study	<p>Posted Date</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Any time<input type="radio"/> Past month<input type="radio"/> Past week<input type="radio"/> Past 24 hours <p>Apply By</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Any time<input type="radio"/> Next 24 hours<input type="radio"/> Next week<input type="radio"/> Next month <p>Ignores jobs with 'All Majors' selected</p> <ul style="list-style-type: none"><input type="radio"/> Yes<input type="radio"/> No <p>Semester</p> <ul style="list-style-type: none"><input type="checkbox"/> [no selection]<input type="checkbox"/> Fall
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Let's log in to Hire-A-Niner!

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

Resumes & Cover Letters

Hire-A-Niner Resume Approval Process:

- Upload resume under Documents tab
- Allow 48 business hours for your resume to be reviewed
- You will receive notification if resume is approved or denied (if denied, you will be told what changes to make and resubmit for final approval)
- You cannot apply for an on-campus job or any position in Hire-A-Niner until resume is approved – don't wait!
- [Resume Approval Checklist](#) – review this – it'll save you time!

Resumes & Cover Letters

- Tailor your resume and cover letter to every position
- No need to list overly technical projects if applying to jobs that don't warrant that kind of expertise/skills
- Try to highlight transferrable skills as much as possible

Visit our Career Guide:

<https://careerdocs.uncc.edu/guide/careerguide/>

Following-up on an application

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, ask when you might expect to hear back

When is it time to 'move on'?

- Accepting 'no' gracefully and respectfully (no negotiations)
- Stay positive and keep applying!
- Use your contacts!

Ethical & 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. **Do not renege on an offer.**

When faced with an offer:

- Ask 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!**

Visit:

<http://career.uncc.edu/resources/policies>

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.

UCC RESUME DROP-IN HOURS

Drop-in Hours (no appointment needed)

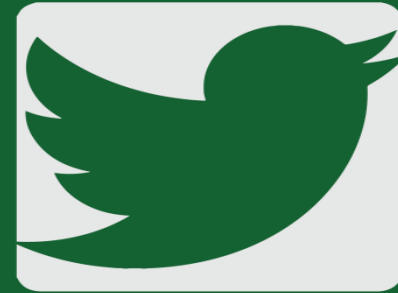
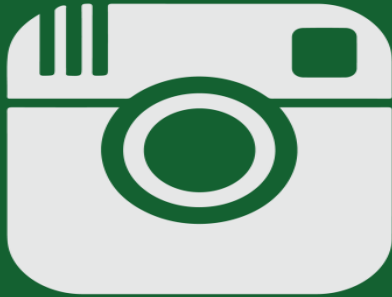
Mon-Fri: 10am-4pm

150 Atkins

704.687.0795

THANK YOU!

Stay Connected with us



@NinerCareers

CAREER.UNCC.EDU