Hints to Finding a Job On-Campus

- Check online on-campus jobs listings at [http://studentwork.rutgers.edu](http://studentwork.rutgers.edu) (go to “Job Location and Development Program” and then click on "students" and log in with your net ID). Be sure not to look through the "Federal work-study" listings, as these jobs are for U.S. citizens and permanent residents only. If you need assistance, call 848-932-8817 or go in person to the Student Employment Office at 620 George Street (in Records Hall).

- Go to individual departments and services. Many offices and service units--particularly large ones such as Dining Services, Student Centers, gyms and the libraries - have money in their budgets to hire students directly (often without listing in the Student Employment Office). In the summer, for example, the office of Housing and Conference Services hires a large number of students. Use the experience of other international students by asking them if they know departments or service units which hire students directly, and then go to those locations to see if any jobs are available.

- Go to any of the businesses which exist solely to service Rutgers students, e.g., the Rutgers bookstore or any of the food concessions in the student centers. F-1 regulations state that on-campus employment includes working for "on-location commercial firms which provide services for students on campus."

- Ask everyone you know--including your professors, advisers, secretaries and friends--if they know of an available on-campus job. The more people that know you are looking, the more luck you may have in finding a job.

- When meeting with a prospective employer remember to bring an updated resume with current address, email and phone numbers. For general job search and interviewing tips, visit the Career Services website at [http://careerservices.rutgers.edu](http://careerservices.rutgers.edu)