Student User Guide

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The Student Employment website serves as a convenient way for students to find employment information, while helping University and selected non-University employers find qualified employees. The site is available 24 hours a day, seven days a week, for students to search for jobs.

There are three primary users of our site, each with their own homepage: UConn students, University Employers, and Non-University Employers. With this tool, students will be able to:

- Search for jobs using any number of different criteria
- Receive automated email when preferred jobs become available
- Apply for jobs online
- Download hiring paperwork and other employment forms
- Contact Student Employment

Additional help on each webpage can be accessed by clicking these icons:

The instructions contained in this document will help explain some of the features of the website and how to use them. Please do not hesitate to email any questions to studentjobs@uconn.edu. You do not need to establish a user account to use this software. To begin, type the following address into your internet browser’s address bar:

https://www.studentjobs.uconn.edu
To access the **Student Homepage**:

Click on the **UConn Students** link on the left navigation bar or down below to view the Student Homepage.

Click on the **Find a Job** icon to access the **Find a Job** search features.
The homepage of the Student Employment Website is the starting point for a number of different job-related functions and features the following information:

- **Search for Available Positions** - Use a number of different tools to browse all available job offerings
- **Sign up for JobMail** - Receive email automatically once new jobs that match your criteria are posted
- **How to Use This Site** - View and/or download this Student User Guide
- **Frequently Asked Questions/ FAQs** - Answers the most frequently-asked questions regarding funding sources available for employment, pay ranges, employment requirements/ restrictions, etc.
- **Forms and Guides** - Payroll deadline dates, Work-Study forms, form I-9 explanation, tax forms, etc.
- **Job Descriptions** - General job descriptions of Class 1, 2, and 3-level positions that MAY be available (need to check “Find a Job” to view current listings). Does not include specific advanced-level job descriptions written by employers.
- **Work-Study Calculator** - Compute the number of hours you need to work to earn your award
- **Employment Guide** - A summary of all University policies regarding the Student Labor and Work-Study payrolls
- **Contact Us** - Email Student Employment with your questions

To access the Find a Job webpage:

Click on the **Find a Job** link from the left menu or click on the **Current Job Listings** icon to access the Find a Job search features.
Before you begin searching for jobs, you must determine which funding sources are available to you. Only students with Work-Study awards (as determined by the Office of Student Financial Aid Services) may apply for Work-Study positions. If you do not have Work-Study, you may search for Student Labor positions.

**What’s the Difference Between Work-Study and Student Labor?**

The actual jobs may be the same. The difference between these two programs is the funding source for wages. Work-Study funding comes from federal dollars while student labor positions are funded by the departments that employ you.

**Federal Work-Study** is awarded to students as part of their financial aid package. Work-Study is a program that allows you to earn money to help pay for educational expenses. Unlike other forms of financial aid, Work-Study is not applied to your fee bill; you receive a bi-weekly paycheck. To earn Work-Study, you must receive a Work-Study award and secure a Work-Study job. Work-Study jobs may be on-campus or selected off-campus community service opportunities. For Work-Study students at any campus, the *Off-Campus Work-Study Community Service* option offers job seekers the opportunity to apply for positions at selected non-profit agencies.

**Student Labor** is the other student employment program available to UConn students. This is a work program for students regardless of financial need. Any student wishing to work on campus may apply for a student labor position.

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**Select funding source:** Check the funding sources that you are eligible for before you begin your search and click **Set Choices**.

**Quick Job Search:** Conducts a job search that will return results based on the search criteria you selected. There is no need to select any other criteria from the search page. For instance, if you click the quick search **On Campus Community Service**, the search results page will instantly search for jobs.
**Advanced Job Search**: Allows you to perform jobs searches by selecting any combination of search criteria to narrow your search to your desired specificity.

You may perform a **keyword search** or expand and collapse additional filtering criteria by clicking [+]-. Use these options if you wish to limit your search by **Categories, Employers, Time Frames, Wage, or Hours Per Week**. Only Categories and Employers for currently-available jobs will be available for selection.

After you have added all the items you wish to search by and included any other search limitations, click the **Search!** button at the bottom of the page. If you do not receive any search results, try broadening your search criteria.

The **Search Results** display available jobs that match the search criteria you specified. Click on the job that interests you to view its details.

### Find A Job

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Wage</th>
<th>Employer</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class IV - Advanced</td>
<td>$12.00/hour</td>
<td>CHIP (Center for Health, Intervention, and Preventor)</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Level Position - 400</td>
<td>$16.00/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class IV - Advanced</td>
<td>$11.35/hour</td>
<td>Student Affairs - Information Technology</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Level Position - 400</td>
<td>$15.00/hour</td>
<td>Allied Health</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Class IV - Advanced</td>
<td>$11.35/hour</td>
<td>Student Affairs - Information Technology</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Level Position - 400</td>
<td>$15.00/hour</td>
<td>Allied Health</td>
<td>Information Technology</td>
</tr>
</tbody>
</table>
### Job Details

- **Class IV - Advanced Level Position - 400**

**Click here to apply for this job**

<table>
<thead>
<tr>
<th>Job ID</th>
<th>3123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>CHIP (Center for Health, Intervention, and Prevention)</td>
</tr>
<tr>
<td>Category</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Job Type</td>
<td>Storrs Campus</td>
</tr>
<tr>
<td>Job Description</td>
<td>Support CHIP Research Center information technology initiatives involving system design, analysis, testing, deployment, and maintenance. Implement and maintain systems based on Linux operating system (SUSE, Ubuntu, OpenSUSE, CentOS, etc). Develop and support web applications based on ASP.NET, ASP, and PHP with SQL backend. Perform miscellaneous duties as required. Some desktop support related duties may be required. Possibility of continuation over Summer 09.</td>
</tr>
<tr>
<td>Job Requirements</td>
<td>This position requires a reasonable degree of skill, prior experience, and a high-level of responsibility. Knowledge of the following operating systems, software packages and server technologies: Windows (all versions), Linux (Ubuntu, CentOS, SUSE, OpenSUSE, etc), Novell NetWare, Microsoft Active Directory, Internet Information Services (IIS), VMware Virtual Infrastructure, EMC NetWorker Infrastructure, Microsoft SQL Server (all versions) and MySQL Server (4.x, 5.x). Knowledge of network protocols, equipment (firewall, VPN, managed switches, and routers), and implementation desirable but not required. Must be able to lift a minimum of 25 lbs. Must be able to research solutions independently, work as part of an existing team and within established workgroup standards. Must interact in a positive, professional and courteous manner with faculty and staff.</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$12.00/hour to $18.00/hour, Depending on Experience</td>
</tr>
<tr>
<td>Contact</td>
<td></td>
</tr>
<tr>
<td>Primary Contact's Email</td>
<td></td>
</tr>
<tr>
<td>Work Location</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>486-</td>
</tr>
<tr>
<td>Fax Number</td>
<td>486-</td>
</tr>
</tbody>
</table>

To apply for this position, click on the **Click here to apply for this job** link.

To perform a different search, click the “Run a New Search” link at the bottom of the Search Results page. To change the funding sources under which you would like to search, select “Update Funding Source Choices” from the Find a Job page.

Currently searching funding sources:

- Storrs Work-Study

Update Funding Source Choices
Applications will ask for basic contact information, including PeopleSoft Student I.D. number and mailing address. They may also ask questions about your job-related skills and experience. This information will be viewable by the contact person(s) and website administrators. Some questions are required to answer, and the system will not allow you to submit your application without completing them. To make the best “first impression” always double-check your spelling and sentence completion on each part of your job application.

**NOTE:** You will not have a chance to revise this application once you click submit, so be sure that your information is correct. Do not click BACK once your application is submitted and try to correct information, as it will only invalidate the information you have submitted.

- **Congratulations!** You have completed the job application process! Because the hiring process is often competitive, we encourage students to apply for all the jobs for which they are qualified and have interest.
Using this service, you can receive email automatically once new jobs that match your criteria are posted.

To sign up for JobMail:

1. Click on the My JobMail link on the left menu on the Student Homepage or click Receive automatic e-mail link down below.

2. Select Click here to create a new Account!

3. Enter your subscriber information into the required fields. If you are not sure about your expected graduation year, enter your best guess. Click the Submit button to proceed.

You must use a link, provided in any JobMail email, to login to this system. Please enter the email address where your access link can be sent.

Once you have access, if you want to edit your contact or profile information, enter your address and select Email Me!

Don’t Already Have A JobMail Account?
Click here to create a new account!
4. Select the location(s) that interest you and use the Add New Subscription links to make your choices.

5. Select View/Modify links to mark specific employer, job category, funding source and time frame choices.

6. Click Add or Add All to select potential employers, funding sources, and jobs of interest, then Done to finalize your choices.
A JobMail account with a subscriber profile tailored to the criteria you specified has been created. To save this information, click the **Save Subscription** button.

Employer, job category, funding source, and time frame choices may be added and deleted from the My JobMail Subscriptions page.

Password and graduation information may be edited by selecting **Edit My Profile** from the top of the Job Mail Subscriptions page, then selecting the appropriate link to change the data:

**My User Info**

### Personal User Info
- **First Name**: uconn
- **Middle Name**: d
- **Last Name**: husky
- **Email Address**: uconn.husky@uconn.edu
- **Password**: ********

[Update Password]

### JobX Student User Info
- **Anticipated Grad Year**: 2010

[Edit Info]
Payroll Authorizations

Once you are hired, your UConn employing department must complete a Student Payroll Authorization. This authorization creates a record in the payroll system that allows you to be paid for your hours worked. Students hired for off-campus Work-Study who do not have their payroll managed by an on-campus department (e.g., Community Outreach) will have their authorizations completed by Student Employment.

Documents Needed to Work on Campus

Students must insure that pre-employment paperwork is completed and given to Student Employment prior to beginning work. The following forms and their instructions may be obtained from the Forms and Guides section of the studentjobs website:

- CT and Federal W-4 forms (tax forms)
- Form I-9 – The Immigration Reform and Control Act of 1986 requires all employers to verify the identity and employment eligibility of ALL EMPLOYEES. Before you will be allowed to begin working, you must present ORIGINAL documents showing identity and employment eligibility.

Additional Employment Documents

- The Direct Deposit form is optional, but highly recommended. This service allows UConn to deposit your paychecks directly into a checking or savings account. This form may be obtained from Payroll at www.payroll.uconn.edu.
- Statement of Age – In certain special circumstances, non-UConn students may be employed by the University. Any non-UConn student under the age of 18 must obtain a Statement of Age form from their high school and deliver this to Student Employment by their start date.
- Proof of Enrollment – In certain special circumstances, non-UConn students may be employed by the University. These student workers must provide to Student Employment written proof of enrollment at another educational institution for each semester they are employed.

Other Information

Information about hiring policies, pay rates, job classifications, work schedules, employee duties, supervisor responsibilities, deadlines, taxes, performance evaluation, and other employment matters may be found within the Student Employment Guide on the website. Policies are updated on the site as soon as changes occur.
# Contacting Our Office

Please contact us with your feedback by using the “Contact Us” link available on the left navigation menu of our website. If you have additional questions and would like to contact our office directly:

<table>
<thead>
<tr>
<th>Office Hours</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday - Friday</strong></td>
<td>Student Financial Aid Services</td>
</tr>
<tr>
<td></td>
<td>233 Glenbrook Road Unit 4141</td>
</tr>
<tr>
<td></td>
<td>Storrs, CT 06269-4141</td>
</tr>
<tr>
<td></td>
<td><strong>Phone:</strong> (860) 486-3474</td>
</tr>
<tr>
<td></td>
<td><strong>Fax:</strong> (860) 486-6253</td>
</tr>
<tr>
<td></td>
<td><strong>E-mail:</strong> <a href="mailto:studentjobs@uconn.edu">studentjobs@uconn.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://studentjobs.uconn.edu">http://studentjobs.uconn.edu</a></td>
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</tbody>
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