











Student User Guide

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Getting Started

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**:

The screenshot shows the University of Connecticut Office of Student Financial Aid Services Student Employment website. The header includes the university logo and navigation tabs for 'Our Sites', 'FINANCIAL AID', 'STUDENT EMPLOYMENT', and 'VETERANS BENEFITS'. A left sidebar contains links for 'UConn STUDENTS', 'UNIVERSITY EMPLOYERS', 'NON-UNIVERSITY EMPLOYERS', and 'CONTACT US'. The main content area features a search bar, a row of four images, and an 'Important Information' section. Below this, there are three columns: 'UConn Students' with a 'Find a Job' button, 'University Employers', and 'Non-University Employers'. The footer contains site navigation, a search bar, and contact information for Student Financial Aid Services.

UConn STUDENTS

UNIVERSITY EMPLOYERS

NON-UNIVERSITY EMPLOYERS

CONTACT US

Our Sites: FINANCIAL AID | STUDENT EMPLOYMENT | VETERANS BENEFITS

Search Employment Site Go

Important Information

Off-Campus Community Service: Want to make a difference through your employment? Students with a Work-Study award may earn their award through paid community service positions. Click the "Find a Job" link below and select the "Off-Campus Work-Study Community Service" funding source. Additional community service opportunities are advertised through the "Center for Community Outreach." Frequently transportation is provided to these off campus work locations.

UConn Students
Search for a job or sign up for e-mail notification about positions you're interested in.

Find a Job
click here

University Employers
Post available positions, review applications, and hire student employees. Employment guidelines and required documents are at your fingertips to expedite the hiring process.

Non-University Employers
This section is for non-profit community service employers who currently have or are interested in establishing an off-campus employment contract with the University. **Other employers:** Contact [Career Services](#) for more info on hiring UConn students.

Our Site | UConn Web | Phonebook

Search This Site FIND

HOME | STUDENTS | EMPLOYERS | CONTACT US










Student Financial Aid Services
233 Glenbrook Road Unit 4141
Storrs, CT 06269-4141
Phone: (860) 486-3474 | Fax: (860) 486-6250
E-mail: studentjobs@uconn.edu

[Comments](#) | [Maps & Directions](#) | [About Our](#)

Click on the **Find a Job** icon to access the *Find a Job* search features.

The Student Homepage

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:



The screenshot shows the University of Connecticut Student Employment website. A red box highlights the 'Find a Job' link in the left sidebar menu. A red box highlights the 'Search for Available Positions' section in the main content area, which includes a 'Click Here' link. A red box highlights the 'Sign up for JobMail' section, which includes a 'Receive automatic e-mail' link. A red box highlights the 'Technical Tips' section, which includes a bullet point about browser compatibility. A red box highlights the 'Find a Job' link in the left sidebar menu. A red box highlights the 'Click Here' link in the 'Search for Available Positions' section. A red box highlights the 'Sign up for JobMail' section. A red box highlights the 'Technical Tips' section.

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.

University of Connecticut | Office of Student Financial Aid Services
Student Employment

Our Sites: **FINANCIAL AID** | **STUDENT EMPLOYMENT** | **VETERANS BENEFITS**


Search Employment Site Go

UConn Students

Welcome

Student jobs are classified into 10 main categories. Within those categories are levels of job classifications offering growth opportunities as knowledge, skills, and abilities increase.

Search for Available Positions

 **Click Here** to conduct a search and apply for jobs on-line. While application for a position does not guarantee an interview, new job opportunities appear regularly.

Sign up for JobMail

Receive automatic e-mail notification of new job postings in your area of interest.

Technical Tips

- This site works best with Netscape Navigator versions 6.2 and higher, and Internet Explorer versions 5.5 and higher.

Find a Job

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.

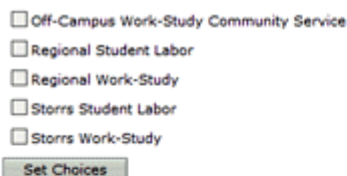
What's the Difference Between Work-Study and Student Labor?

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.

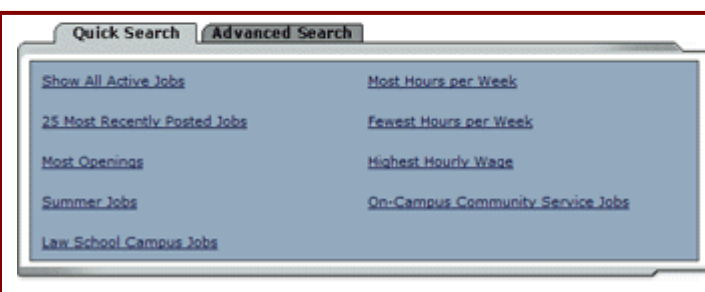
Student Labor is the other student employment program available to UConn students. This is a work program for students regardless of financial need. Any student wishing to work on campus may apply for a student labor position.

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



☐ Off-Campus Work-Study Community Service
☐ Regional Student Labor
☐ Regional Work-Study
☐ Storrs Student Labor
☐ Storrs Work-Study

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.



Quick Search Advanced Search

Show All Active Jobs	Most Hours per Week
25 Most Recently Posted Jobs	Fewest Hours per Week
Most Openings	Highest Hourly Wage
Summer Jobs	On-Campus Community Service Jobs
Law School Campus 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 **[+]** and **[-]**. 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



Show All Active Jobs			
Job Title	Wage	Employer	Category
Storrs Campus			
Job Title	Wage	Employer	Category
Class IV - Advanced Level Position - 400	\$12.00/hour to \$18.00/hour	CHIP (Center for Health, Intervention, and Prevention)	Information Technology
Class IV - Advanced Level Position - 400	\$11.35/hour	Student Affairs - Information Technology	Information Technology
Class IV - Advanced Level Position - 400	\$15.00/hour	Allied Health	Information Technology

[\[Run a New Search \]](#)

Job Details

[\[Return to search results\]](#)

Class IV - Advanced Level Position - 400

[Click here to apply for this job](#)

Job ID	3123
Employer	CHIP (Center for Health, Intervention, and Prevention)
Category	Information Technology
Job Type	Storrs Campus
Job Description	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.
Job Requirements	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.
Hourly Rate	\$12.00/hour to \$18.00/hour, Depending on Experience

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

Contact

Primary Contact's Email

Work Location

Phone Number 486-

Fax Number 486-

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](#)

Apply for a Job

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.



Apply To Job
For: Class III - Student Auditor - 317

Please complete the application below, then click "Submit Application." A red asterisk will appear next to fields that are required but have not been entered.

1. First Name
2. Middle Name
3. Last Name
4. E-mail Address
5. PeopleSoft ID
6. Phone Number
7. Describe your work experience related to this position

Be sure to use your **PeopleSoft/Student I.D.** number and not your social security number.

Submit Application


Click **Submit Application** at the bottom of the page when you are finished.

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.

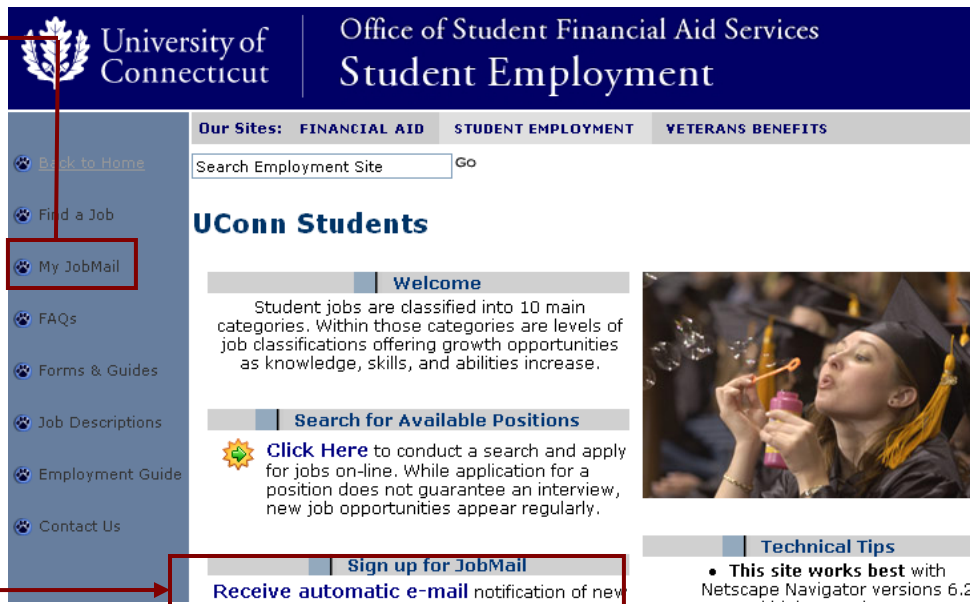
► **Congratulations!** You have completed the job application process! Because the hiring process is often competitive, we encourage students to apply for all the jobs for which they are qualified and have interest.

Signing Up for JobMail

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!**

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.

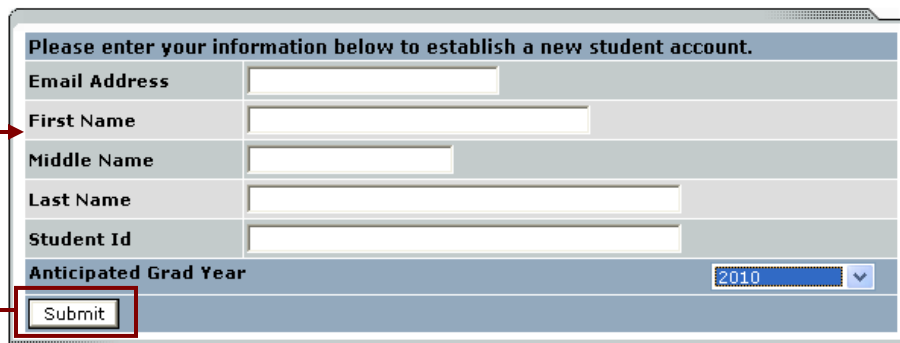
Don't Already Have A JobMail Account?

[Click here to create a new account!](#)

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

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.

Create New Account



4 ▶ Select the location(s) that interest you and use the **Add New Subscription** links to make your choices.

My JobMail Subscriptions



[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Storrs Campus <?>	[Add New Subscription]
There are no subscriptions for this job type.	
Regional Campuses <?>	[Add New Subscription]
There are no subscriptions for this job type.	
Off-Campus Work-Study Community Service <?>	[Add New Subscription]
There are no subscriptions for this job type.	

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

My JobMail Subscriptions



[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Storrs Campus <?>	[Add New Subscription]
<u>Subscription1</u>	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Funding Source 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Regional Campuses <?>	[Add New Subscription]
There are no subscriptions for this job type.	
Off-Campus Work-Study Community Service <?>	[Add New Subscription]
There are no subscriptions for this job type.	

6 ▶ Click **Add** or **Add All** to select potential employers, funding sources, and jobs of interest, then **Done** to finalize your choices.

Choose Employer(s)	
Selected Items	[Remove All]
None selected	
Available Items	[Add All]
Transportation Institute	[add]
Transportation Services	[add]
UCAELI - American English Lang.	[add]
UConn Foundation	[add]
UNESCO Chair & Institute of Comparative Human Rights	[add]
University Catering	[add]
University Events & Campus Relations	[add]
University Senate	[add]
Vice Provost for Research & Graduate Education (VPRGE)	[add]
Water Resources, Institute of	[add]
Women's Center	[add]
Women's Studies	[add]
[Done]	

7 ▶ 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

My JobMail Subscriptions



[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Save Subscription(s)

Changes must be saved to take effect.

Storrs Campus <?>		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	1 selected <i>modified</i>	[View/Modify]
» Category	8 selected <i>modified</i>	[View/Modify]
» Funding Source	1 selected <i>modified</i>	[View/Modify]
» Time Frame	5 selected <i>modified</i>	[View/Modify]
Regional Campuses <?>		[Add New Subscription]
There are no subscriptions for this job type.		
Off-Campus Work-Study Community Service <?>		[Add New Subscription]
There are no subscriptions for this job type.		

Save Subscription(s)

Changes must be saved to take effect.

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]	

Additional Information

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:

Office Hours	Contact Information
<p>Monday - Friday</p> <p>8 a.m. - 5 p.m.</p> <p>Our office is located in the center of the Storrs campus on the First Floor of the Wilbur Cross Building (Rm102)</p>	<p>Student Financial Aid Services 233 Glenbrook Road Unit 4141 Storrs, CT 06269-4141</p> <p>Phone: (860) 486-3474 Fax: (860) 486-6253 E-mail: studentjobs@uconn.edu</p> <p>http://studentjobs.uconn.edu</p>