

Finding a Campus Job

Campus Job Types

Campus jobs may be classified as “work-study” or “non-work-study.” Work-Study is a program that gives eligible students the opportunity to gain work experience and earn money. It is awarded as part of some financial aid packages.

Work-Study allows students to work conveniently on campus and can be a great way to network. *Note: Students must work in order to access the money awarded to them.*

A non-work-study job is a campus job that does not require a work-study award. However, if a student has been awarded work-study, it may be used.

TAKE ACTION!

The Part-Time Job Fair is held every year during Welcome Week. Check the Division of Career Pathways’ website for the date and a list of departments attending!

For More Information...

Visit the **Office of Financial Aid and Scholarship’s website at www.ofas.uci.edu** or visit their office at:

**102 Aldrich Hall
Irvine, CA 92697-2825**

**Monday – Friday
10 AM – 5 PM**

Or visit the Division of Career Pathways!



FAQs

Q: HOW DO I FIND OUT IF I’M ELIGIBLE FOR WORK-STUDY?

If you applied for financial aid through the Office of Financial Aid and Scholarships, you can check whether they awarded you work-study funds on your “My Aid Award” page.

Q: WHERE DO I GO TO GET MORE INFORMATION ABOUT WORK-STUDY AWARDS?

The Office of Financial Aid and Scholarships provides detailed information about using work-study funds on your “My To-Do List” page.

Q: WHERE DO I FIND WORK-STUDY JOBS?

The Division of Career Pathways can help you search for the right work-study job through their professional staff, peer advisors, and online via Handshake.

Q: WHAT HAPPENS IF I DON’T USE MY WORK-STUDY?

If you fail to use your work-study, you run the risk of losing it for the next academic school year.

Q: IS IT POSSIBLE TO WORK OFF CAMPUS AND EARN WORK-STUDY?

There are a limited number of positions off campus that offer work-study. Check Handshake for the most up to date listings of available positions.

Q: CAN I WORK IN TWO DIFFERENT DEPARTMENTS AND STILL COLLECT WORK-STUDY?

Yes, but you have to collect a signed agreement form from each department and coordinate your hours with each department to not exceed the maximum 19.5 hours permitted during the academic year.

CONTINUED ON REVERSE SIDE

Finding a Campus Job

www.career.uci.edu

FAQs CONTINUED

Q: WHERE DO I FIND A CAMPUS JOB?

You can find campus jobs on Handshake, UC Irvine's job portal. Log onto Handshake at uci.joinhandshake.com using your UCInetID.

Q: IS THERE A WAY TO NARROW MY SEARCH FOR JOBS TO WORK-STUDY OR NON-WORK-STUDY ONLY?

After logging into Handshake, click on the Jobs tab. Under the search bar, click on "on-campus," then click "filters" to search for work-study-only.

Q: ARE THERE OTHER PLACES TO LOOK FOR CAMPUS JOBS BESIDES HANDSHAKE?

Yes, some departments list their available positions on their websites. A few examples are listed below.

Other departments that may have job openings...

- **Anteater Recreation Center**

<http://www.campusrec.uci.edu/employment/>
949-824-5346

- **UCI Libraries**

<http://www.lib.uci.edu/student-employment-information>
949-824-6836

- **Student Center / Conference Center**

<http://www.studentcenter.uci.edu/home/student-employment-opportunities/>
949-824-5252

- **Parking and Transportation Services**

<https://www.parking.uci.edu/forms/jobApplication/>
949-824-2691

- **Office of Information Technology (OIT)**

<http://www.oit.uci.edu/org/jobs/student/>
949-824-2222

- **Electronic Education Environment**

<https://eee.uci.edu/jobs/open-jobs/>
949-824-2222

- **Hospitality and Dining Services**

<https://food.uci.edu/employment/>
949-824-1492

- **UC Irvine Athletics and Bren Events Center**

<https://ucirvinesports.com/sports/2017/5/26/inside-uci-Employment.aspx>
949-824-3232