

# Finding Campus Jobs



## 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.

A work-study job 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.

### FOR MORE INFORMATION

Visit the Office of Financial Aid and Scholarship’s website ([ofas.uci.edu](http://ofas.uci.edu)) or office at:

102 Aldrich Hall Irvine, CA 92697-2825  
Monday – Friday | 10 AM – 5 PM

Visit the Division of Career Pathways website ([career.uci.edu](http://career.uci.edu)) or office at:

100 Student Services 1 Irvine, CA 92697-2075  
Monday – Thursday | 9 AM – 5 PM  
Friday (virtually) | 9 AM – 5 PM

The Division of Career Pathways is located across from the Student Center Starbucks.



## FAQs

### ***Q: How do I find out if I'm eligible for work-study?***

If you applied for financial aid by completing the Free Application for Federal Student Aid (FAFSA) or the CA Dream Application and submitted the application by the annual March 2 deadline, you can check whether you were awarded work-study on the “My Aid” page of the Office of Financial Aid and Scholarships website.

### ***Q: Where do I go to get more information about work-study awards?***

The Office of Financial Aid and Scholarships provides detailed information about work-study awards in the “Paying for UCI” page of the Office of Financial Aid and Scholarships website.

### ***Q: Where do I find work-study jobs?***

Log onto Handshake ([uci.joinhandshake.com/login](http://uci.joinhandshake.com/login)) to search for jobs and select filters like “On-Campus” and “Work Study” to refine your search or go to [career.uci.edu/undergraduate/find-a-job/campus-jobs](http://career.uci.edu/undergraduate/find-a-job/campus-jobs).

### ***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 ([uci.joinhandshake.com/login](http://uci.joinhandshake.com/login)) for the most up to date listings of available positions.



## FAQs continued

***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.

***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](http://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 on the side of this page.

## Campus departments that frequently have job openings

- **Anteater Recreation Center**  
[campusrec.uci.edu/employment](http://campusrec.uci.edu/employment)  
949-824-5346
- **UCI Libraries**  
[lib.uci.edu/student-employment-information](http://lib.uci.edu/student-employment-information)  
949-824-6836
- **Student Center / Conference Center**  
[studentcenter.uci.edu/involve/student-employment-opportunities](http://studentcenter.uci.edu/involve/student-employment-opportunities)  
949-824-5252
- **Parking and Transportation Services**  
[parking.uci.edu](http://parking.uci.edu)  
949-824-2691
- **Office of Information Technology (OIT)**  
[oit.uci.edu/org/jobs/student](http://oit.uci.edu/org/jobs/student)  
949-824-2222
- **Hospitality and Dining Services**  
[food.uci.edu/employment](http://food.uci.edu/employment)  
949-824-1492
- **UC Irvine Athletics and Bren Events Center**  
[ucirvinesports.com/sports/2017/5/26/inside-uci-Employment.aspx](http://ucirvinesports.com/sports/2017/5/26/inside-uci-Employment.aspx)  
949-824-3232

