

FINDING ON-CAMPUS EMPLOYMENT DURING GRADUATE SCHOOL

Graduate Assistantships and Part-time Jobs

Career Services (CS), located in Ferrell Commons next to the Marketplace Dining facility and across from the Recreation and Wellness Center, is available to assist with career resources and support in finding part-time work during your studies at UCF.

Part-time work is a great opportunity to gain valuable work experience, develop a professional network and apply the skills that you are learning in graduate school. It is important to maintain a balance between the number of hours you work and the number of credits earned in a given semester.

PREPARATION

Define Goals

- Define your goals for part-time employment. Consider how this part-time experience could make you more marketable for full-time work. Think about how this experience could help you to more clearly define your career interests.
- Consider updating your resume to emphasize skills that would be useful in on-campus positions such as customer service, administrative skills, computer application or teaching experience.
- Prepare a budget to see how much you need to earn per hour and how many hours you need to work each week. This will help you to narrow your search before you get started.
- Bring your resume by Career Services (CS) between 10 a.m. and 3 p.m. Monday-Friday for a critique. A good resume goes a long way in getting you an interview.
- Attend a *Resume and Job-Search Strategies* workshop at Career Services or online at www.career.ucf.edu.

FINDING A JOB

Start with your Academic Department or College: Graduate assistantships and on-campus jobs are competitive and there are a limited number of positions available. Since your part-time work experience should relate to your skills, interests, and full-time career goals, consider searching for a job within your academic department. Some faculty have research assistantships for students with similar research interests and expertise.

Unadvertised Positions: Many of the part-time jobs available on-campus never get advertised. Therefore, you must be proactive about contacting on-campus departments such as UCF Dining Services, the Library, Athletics, the Student Union, and a variety of offices within Student Development and Enrollment Services to ask if they are hiring. Check out the website (http://www.sdes.ucf.edu/offices_contact.htm) for a list of possible sites.

Federal Work Study: Check with the Office of Student Financial Assistance to see if you qualify for federal work-study. Student Financial Assistance has information on work-study positions on-campus.

NEXT STEP

Interviewing Skills

- Attend an Interviewing workshop at CS (Check the calendar at www.career.ucf.edu for available dates and times).
- Sign up for a Practice Interview at CS.

Research

Research employers! The more knowledge you obtain about a department, the better chance you have of relating your skills and qualifications with the needs of the employer. Target each organization with a different cover letter explaining why you want to work for them, and how your skills can benefit their organization.