



International Students: How to Find an On-Campus Job

Presented by: Student Employment Office

Student Employment

If you wish to find a job on campus, or if you already have a job on campus, we are here for you. **We help students find meaningful work experiences in over 170 UCSD Departments.**

WHO ARE WE?

- We are the Central Personnel/HR Office for Student Employees on campus.

WHAT DO WE DO?

- Via the Handshake system, the Student Employment Office assists UCSD students seeking part-time employment on-campus.

Benefits Of On-Campus Employment

- Convenient location / flexible schedules
- Transferable Skills
- Money to assist with expenses
- Valuable work experience / references
- Develop connections / build relationships
- Special benefits (ie. discounts on books, free food)

Variety Of Careers / Industries Represented At UCSD

- **Art & Communications**

- Visual Arts, Theatre & Music Departments

- **Education**

- Early Academic Outreach Program (EAOP), TRIO, Reading & Math Tutoring Program

- **Sciences & Environment**

- EH&S, Division of Biological Sciences, SIO, Non-Profit Partnership

- **Health**

- VCHS / Medicine, Student Health Services

- **Technology**

- ACMS, ACT

- **Public & Social Services**

- Student Life, Library, Police Department

- **Recreation**

- Campus Recreation, Intercollegiate Athletics

Finding A Job When You're Ready

- Jobs are readily available every day.
 - **Myth:** You can only find a job during the beginning of the academic year (Fall)
 - **Truth:** You can find a job at any time of the year using Handshake!

Defining On-Campus Employment

- Working on school premises employed by UCSD
 - Any UC San Diego department
- Working on school premises, employed by on-campus commercial firms owned by the University
 - I.e. Starbucks
- Working at an off-campus location, that is educationally affiliated with UCSD (for graduate students only)

If you are unclear if a job would be considered “on-campus” employment, please check with an International Student Advisor.

Working On Campus

Helpful Information:

- International students are eligible to work on campus.
- Each visa classification (F-1, J-1, H-1B, etc.) has its own set of specific immigration regulations, including regulations on employment / work eligibility and authorization.

How many hours can a student work?

- As long as the student is enrolled/registered, he/she can work up to 20 hours/week during classes/exams
- Can work full-time during official school breaks

When does the student need to stop work?

- Each student must stop working at end of program of studies or end of authorized work authorization

Most common visa types are F-1 and J-1

- If a student is in any other visa classification other than F-1 and J-1, please contact the International Students & Programs Office (ISPO) for assistance.

lemployment@ucsd.edu

858-534-3730

Hours: Monday through Friday, 9:00AM-4:00PM

[Further Support & Guidance from International Students & Programs Office](#)

On-Campus Employment For F-1 Students

In order to work on campus:

- Must be a current F-1 student, pursuing full course of study
 - On-Campus Employment does not need to be related to course of study

How early can an international student begin working?

- Up to 30 days before classes start for new students (enter US with initial UCSD I-20)
- After issuance of UCSD I-20 for New Transfer students (transfer from another US institution)

CPT and OPT for F-1 Students

- **Curricular Practical Training (CPT)** is a type of employment authorization for F-1 students. It is an opportunity to participate in a paid position off-campus in your field of study during the time that you are pursuing your degree.

[CPT WEBSITE](#)

- **Optional Practical Training (OPT)** is a type of employment authorization for F-1 students. It is an opportunity to pursue a 12-month period of work experience in your major field of study. This authorization can be used for a paid position located on-campus or off-campus. [OPT WEBSITE](#)

Questions about CPT and OPT should be directed to iemployment@ucsd.edu

On-Campus Employment For J-1 Students

In order to work on campus:

- Must be a current J-1 student, pursuing full course of study
 - Must be in good academic standing
- All J-1 students must obtain authorization for on-campus employment (paid and unpaid) before beginning any type of work
 - Student must apply for and receive approval for the specific employment in advance and in writing
 - [J-1 Letter Request Form](#) (from ISPO)

How early can an international student begin working?

- No earlier than the start date on their DS-2019

Functional Training Opportunity

- If you are an FTO student, you can work in any existing or new on-campus job.
- FTO students should receive a letter of employment authorization from the Office of the Vice Chancellor Student Affairs – Student Retention & Success unit.
- Students should present the letter to the department hiring them.

Who must get a Social Security Number?

A Social Security Number (SSN) is for employment purposes only and is required for F-1 and J-1 students who will be earning money in the United States.

F-1 Students:

1. Get a job offer letter from your employer (UCSD hiring department)
2. Visit iportal.ucsd.edu to request a [verification letter](#) from ISPO
3. Visit the local SSA Office & bring:
 - Passport
 - [Form I-94 Arrival/Departure Record](#)
 - I-20
 - Employer's job offer letter
 - ISPO's verification letter
 - SSA [Form SS-5](#)
4. Wait 2-4 weeks for delivery

J-1 Students:

1. Get a job offer letter from your employer (UCSD hiring department)
2. Complete a [J-1 Letter Request Form](#) and email it to istudents@ucsd.edu
3. Visit the local SSA Office & bring:
 - Passport
 - [Form I-94 Arrival/Departure Record](#)
 - DS-2019
 - Employer's job offer letter
 - ISPO's verification letter
 - SSA [Form SS-5](#)
4. Wait 2-4 weeks for delivery



NOTE: Internationals who are NOT employed are NOT eligible to apply for a SSN

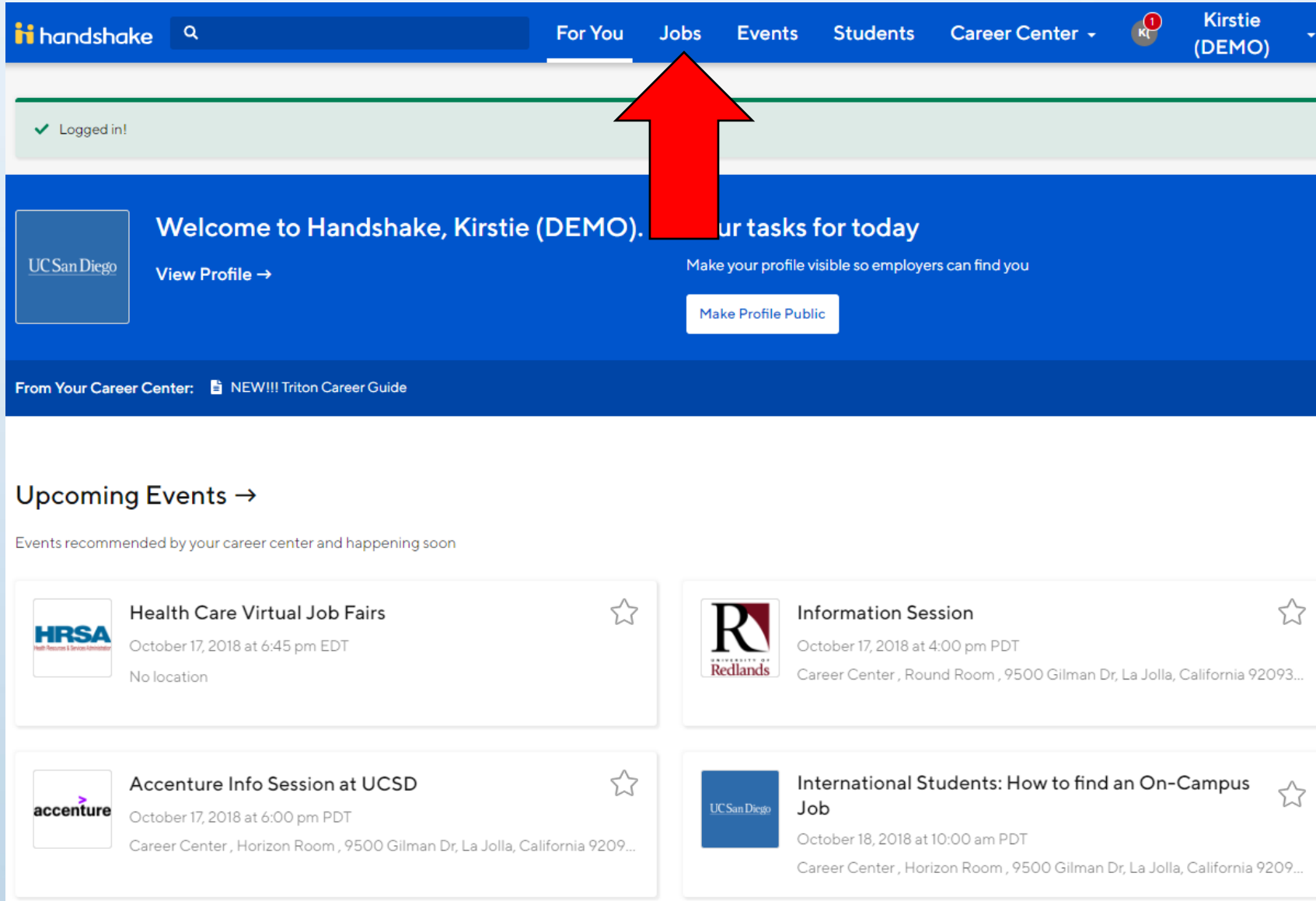
Now...where do I find the jobs?

Handshake

<https://ucsd.joinhandshake.com/>



Handshake Landing Page



The screenshot shows the Handshake landing page for user Kirstie (DEMO). The navigation bar at the top includes the Handshake logo, a search bar, and tabs for 'For You', 'Jobs', 'Events', 'Students', and 'Career Center'. A red arrow points to the 'Jobs' tab. Below the navigation bar, a green bar indicates 'Logged in!'. The main content area features a blue header with a 'UC San Diego' profile picture, a 'View Profile' link, and a 'Make Profile Public' button. Below this, a dark blue bar displays 'From Your Career Center: NEW!!! Triton Career Guide'. The 'Upcoming Events' section lists four events: 'Health Care Virtual Job Fairs' (HRSA, Oct 17, 2018), 'Information Session' (Redlands, Oct 17, 2018), 'Accenture Info Session at UCSD' (Accenture, Oct 17, 2018), and 'International Students: How to find an On-Campus Job' (UC San Diego, Oct 18, 2018).

STEP 1:
Click on “Jobs”
to see all on-
campus
employment


How to Search For On-Campus Opportunities

The screenshot shows the Handshake job search interface. At the top, there is a navigation bar with the Handshake logo, a search bar, and menu items: For You, Jobs, Events, Students, Career Center, and a user profile for Kirstie (DEMO). Below the navigation bar, the 'Job Search' section is active, with sub-tabs for Job Search, Applications, Employers, and On-Campus Interviews. The search filters are set to 'Part-Time' and 'On-Campus'. A red arrow points to the 'Filters' button, which shows 2 active filters. Below the filters, there are popular searches for majors and a list of job items. The first job item is 'Lab Asst (Pasquinelli lab) / STDT 3' at UC San Diego, which is a part-time on-campus student employment position in La Jolla, CA. The second job item is 'PCE - Sustainability Student Assistant / STDT 3' at UC San Diego, also a part-time on-campus student employment position in La Jolla, CA. Both job items show that all employer preferences match and that they have been worked by Tae, Tiffany, Kenil, and 197 others.

STEP 2: Filter by:

Part-Time”
and “On-
Campus” to
view all UCSD
on-campus
opportunities

Example Of Handshake Job Posting



Professional Development Intern / STDT 3

UC San Diego

9500 Gilman Dr, La Jolla, California 92093, United States
Higher Education

Seasonal Part-Time On Campus Student Employment (9/24/18 - 6/30/19)
5,000 - 10,000 employees

\$13.00 per hour
No on-campus interviews

Applications close on November 2nd at 4:55 pm

[Favorite](#) [Apply](#)

Job Description

Under the supervision of the Undocumented Student Services Assistant Coordinator, the student will develop, plan and coordinate academic and professional development opportunities for undocumented students. Activities may include conferences, workshops, talks, tutoring sessions, among other activities. The intern will be responsible for day-to-day operation tasks at the Undocumented Student Services Center, such as welcoming students, answering calls, organizing and maintaining a welcoming space, and participating in events. Intern is expected to learn about all programs and services offered by Undocumented Student Services and conduct presentations on these topics. Student must demonstrate leadership and potential to contribute to the mission and development of Undocumented Student Services.

Regular office hours for the Undocumented Student Services Center (USSC) are 9am - 4pm. Interested students must have flexibility to work morning & afternoon, sometimes evening shifts, to accommodate events & workload leading up to those events. USSC will provide advanced notice for scheduling purposes.

Job Responsibilities:

- Seek professional development opportunities across campus for undocumented students.
- Develop, plan, and coordinate events that focus on professional development.
- Gather data on the activities conducted on a monthly basis and provide a summary to supervisor.
- Day-to-day operation tasks at the Undocumented Student Services Center
- Welcoming students, answering calls, organizing and maintaining a welcoming space, and participating in events.
- Learn about all programs and services offered by Undocumented Student Services and conduct presentations on these topics.
- Hours for the position are 10-15 hours per week

Employer Preferences

You match all of UC San Diego's preferences




- ✓ Majors
- ✓ GPA
- ✓ School Year

Profile Strength

Fill out your profile to stand out against other applicants!

[Update Profile](#)

Similar Jobs

-  Professional Development Progr...
Unum
5 locations
-  Professional Development Progr...
Unum
5 locations
-  Professional Development Progr...

FAQs

1. Where is the job number?

Secure | https://app.joinhandshake.com/jobs/1555222?ref=web-app-job-search&search_id=56da26e8-28db-4edb-ab47-abea68c74ee1

2. What is “other document required?”

Apply to UC San Diego

Applying for Library Facilities Services - Temp Summer Annex Laborer / STDT4 requires a few documents. Attach them below and get one step closer to your next job!

1. Attach your resume

Search your resumes or [Upload New](#)

Recently Added

[Career Center Letterhead.docx](#)

2. Attach other required documents

Instructions from employer: Please see "How to apply."

Search your other documents or [Upload New](#)

[Submit Application](#)

Applications close on August 5th at 4:30 pm

[Favorite](#) [Apply](#)

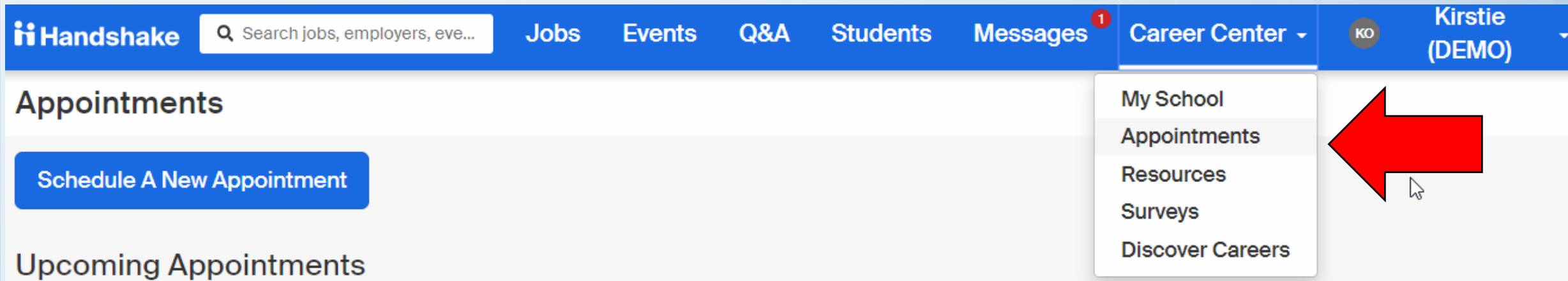
- Often times departments will ask for additional information.
- If departments request additional documents, please make sure to re-read the **How to Apply** and provide all the information requested. You may have to download an additional file.

Individual Student Employment Appointments in Handshake

[For Assistance with any On-Campus Employment inquiry, please schedule an appointment with us on Handshake](#)

STEP 1:

Click on “Career Center” -> “Appointments”
-> “Schedule A New Appointment”



The screenshot displays the Handshake website interface. At the top, there is a blue navigation bar with the Handshake logo on the left, a search bar with the placeholder text "Search jobs, employers, eve...", and several menu items: "Jobs", "Events", "Q&A", "Students", "Messages" (with a red notification badge containing the number "1"), "Career Center" (with a dropdown arrow), and a user profile for "Kirstie (DEMO)" with a "KO" status indicator. Below the navigation bar, the "Appointments" section is visible, featuring a prominent blue button labeled "Schedule A New Appointment". To the right of the "Career Center" dropdown menu, a list of options is shown: "My School", "Appointments", "Resources", "Surveys", and "Discover Careers". A large red arrow points from the right side of the screen towards the "Appointments" option in this dropdown menu. Below the "Appointments" section, the text "Upcoming Appointments" is partially visible.

Individual Student Employment Appointments in Handshake

STEP 2:

Click on “Student Employment Office” and select your appointment type

STEP 3:

Choose an Appointment Type

Choose a Category

Undergraduate Career Advising
Pre-Law Advising
Pre-Health Advising
DROP IN ONLY
Alumni Career Coaching Event
Alumni Career Advising <small>career coaching for alumni who are within one year of graduation</small>
Student Employment Office

Choose an Appointment Type

Employer Conflict Resolution
International Student
On-Campus Employment
Work-study

Individual Student Employment Appointments in Handshake

Category
Student Employment Office

Type
International Student

Staff Member
No Preference

Appointment Medium
No Preference



Week of Sunday, August 25th ▾



Sunday
August 25th 2019

No Appointments Available

Monday
August 26th 2019

No Appointments Available

Tuesday
August 27th 2019

No Appointments Available

Wednesday
August 28th 2019

Appointments Available

Thursday
August 29th 2019

Appointments Available

Friday
August 30th 2019

No Appointments Available

Saturday
August 31st 2019

No Appointments Available

Aug 28

Time Zone: Pacific Time (US & Canada) ▾

Mary Lewis - Aug 28 - International Student

2:00 pm PDT - 2:15 pm PDT

Mary Lewis - Aug 28 - International Student

2:15 pm PDT - 2:30 pm PDT

Mary Lewis - Aug 28 - International Student

2:30 pm PDT - 2:45 pm PDT

Mary Lewis - Aug 28 - International Student

2:45 pm PDT - 3:00 pm PDT

Individual Advising at the Career Services Center

For Assistance with Resume, Cover Letter, and Mock Interviews:

Drop-In Advising (begins in Fall Quarter):

- Express – No Appointment Necessary
- (Job, Internship, Career, & Grad School)
- Monday – Friday, 10:00AM -3:00 PM

Career Advising:

- Monday – Friday, 10:00AM -3:00PM
- Schedule Appointments on Handshake



Contact Us:

Student Employment Team

- Mary Lewis
Student Employment Manager
- Kirstie Onuchic
Student Employment Analyst
- Rachel Stokes
Student Employment Analyst

studentemployment@ucsd.edu

Monday - Friday 8:00am - 4:30pm
Career Services Center, 2nd floor