International Students and On-Campus Employment

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Important!

If you have any questions regarding on-campus, F1/J1 employment, consult with an adviser (not a friend!) at the International Center.
What is “On-Campus” Employment?

Employment that is on University of Michigan property and/or employment where you are paid by The University of Michigan.

On-Campus Employment is:

- Designing a webpage for your Department and being paid by the school.
- Working in a school library, as a tour guide, or an office worker.
- Working in the Starbucks in the Michigan Union.

On-Campus Employment is NOT:

- Designing a webpage for your professor and being paid by them directly.
- Designing an app for a class and then putting it in the Apple App Store.
- Working in the Starbucks on the corner of Liberty and State Street.
Work Study - What is it? Are you eligible?

- Jobs listed as “Work-Study” are part-time jobs provided by the Federal Government for US students with financial need.
  - Part of student’s income is paid through federal or state funds.

- **International students are not eligible for work-study employment.**

- However, it is possible that a department or an office will hire an international student if they are unable to find a qualified work-study eligible student.
Hours Worked: Part-Time or Full-Time?

- During the school year (September through April) you can only work part-time.
  - Part Time:
    - 20 hours or less per week
    - 50% appointment
    - Half-Time
  - **UNLESS** U-M is on a school sanctioned break

- During school breaks and Summer you may work full-time
  - Full Time:
    - Over 20 hours per week
    - 51%+ appointment
  - Winter Break: December 22nd, 2017 - January 2nd, 2018
  - Spring Break: February 24th, 2018 - March 4th, 2018
  - Summer Break: April 27, 2018 - September 3rd, 2018
When can you start working on campus?

F-1 students are eligible to begin working on-campus immediately upon arrival, but no more than 30 days before their program begins.

J-1 students must complete the On-Campus Employment Authorization Form to receive written approval by the International Center to begin working.
We will not be discussing Off-Campus Employment. Except for right now...

- Off-Campus employment is done through Curricular Practical Training (CPT) and Optional Practical Training (OPT).

- New students are not eligible for CPT or OPT until they have completed one year of study at the University of Michigan.

- Some exceptions may be made if:
  - You are a transfer student
  - You are a Change of Level student
  - Internship in the fall semester is a required part of your program (e.g. Social Work)

- If you believe you are an exception to the rule visit the International Center to speak with an Advisor during walk-in hours.
Things to consider when taking a job?

TREAT ANY JOB SERIOUSLY!
Where can I look for a job?

Go to https://studentemployment.umich.edu/
or search for UM Student Employment Office

- Pick “Non-Work Study” when prompted
- Ignore “Non-University Employer” jobs
Other places to look for jobs:
Community center

MoJo Coffee

NCRB&CCRB gyms

Pierpont commons (front desk, Ugo, library, etc.)
Great place to go if you...

- are searching for a job or an internship
- need help with your resume
- have any career related question
Tips for finding a job

1. apply for as many places as possible. Number DOES count !
2. have a well-written resume.
3. NETWORK, NETWORK and NETWORK !
4. Get along with professors/faculty and ask for possibility to take on roles that are not publicly advertised.
How do I apply?

PAY ATTENTION TO APPLICATION DEADLINES!
UROP (LSA Undergraduate Research Opportunity Program)

- Designed for first- and second-year students seeking a first time research experience.
- Conduct research 6-12 hours per week on average for full academic year (Fall and Winter).
- Assigned a peer advisor with whom to meet on a regular basis.
- Can earn 2-4 academic credits per term, depending on research effort.
- More info can be found at:
  [https://lsa.umich.edu/urop/students.html](https://lsa.umich.edu/urop/students.html)
Graduate Student Instructor
*Might require GSI-OET
*Might need instructor approval

Graduate Student Research Assistant
*Getting paid to do research

Graduate Student Staff Assistant
*Getting paid to assist in administrative tasks
What makes me a good candidate?

- **GSI:**
  - Excellent oral English.
  - Familiarity with the teaching materials.
  - Passion for teaching.

- **GSRA**
  - A Research interest match.
  - Skill sets match.
  - Passion to do a PhD.

- **GSSA**
  - Skill sets match.
  - Passion for administrative tasks.
  - Opportunities posted in conjunction with GSI postings.

- **Funding**
Make sure you do the following

- Ask about all possible positions.
- Look on the website of the faculties.
- NETWORK inside and outside of your home department.
- Talk to your graduate coordinator.
- Talk to your advisor if you have one.
Make sure you do the following (Cont’)

- Get subscribed to your department and school email lists.
- Taking relevant course and try to impress the instructor.
- Have your resume ready.
- Consider volunteering.
- Look for part time job.
QUESTIONS?

Please complete the evaluations!
Feedback?

Please complete the workshop evaluation and help us to improve the experience of future participants.
Thank you!

https://goo.gl/1sT6WG