On-Campus Employment (For Students Only)

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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 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 seasonal breaks and Summer you may work full-time
  - Full Time:
    - Over 20 hours per week
    - 51%+ appointment
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.
  - *Exception* - Transfer students are eligible to begin working at U-M once their transfer had been completed.

- J-1 students must complete the **On-Campus Employment Authorization Form** to receive written approval by the International Center to begin working.
Social Security Numbers

- F-1 students are not eligible for SSNs until they are employed.
  - If working on-campus students must submit a **Social Security Letter for F-1 Students** to the IC front desk.

- J-1 Students are eligible for SSNs without employment.
  - J-1 students must submit a **Social Security Letter for J-1 Students** to the IC front desk.
We will not be discussing Off-Campus Employment.

- Off-campus employment is done through:
  - F-1: Curricular Practical Training (CPT), Optional Practical Training (OPT)
  - J-1: Academic Training (AT)

- New students are not eligible for off-campus employment until they have completed two consecutive semesters of study at U-M.

- Some exceptions may be made if:
  - You are a transfer student
  - You are a change of level student
  - Internships in your first semester of study are a required part of your program (e.g. Social Work)
Things to consider when taking a job?
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:
Businesses in On-Campus Buildings
(The Union, Pierpont Commons, Michigan League, etc)
Prof. Compton (kjc@umich.edu) is in need of a grader for EECS 475 - Intro to Cryptography. You should have taken and done well (B+ or better) in 475 or its equivalent. Pay is $12 per hour and you'd need to have an average of 10 hours per week to dedicate to the task. Please contact Prof. Compton if you are interested. Thanks.
Emails! (How I apply for peer advisors:)

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U-M International Center and Career... March 14, 2016 at 4:47 PM

Job Available: Apply by Fri 3/25 as Summer Orientation Pe...

To: International Students;

Dear international students,

The International Center is looking for Peer Advisers to assist with the International Center’s 2016 Summer Orientation. Most work will take place during August, but peer advisers will also be required to attend some meetings and training sessions in May, June and July, and a post-Orientaion debriefing meeting in September.

This is an opportunity to assist incoming international students and scholars. In the process you can expect to have fun, make some new friends, help your fellow students and be paid too. It’s also your chance to tell new students all the things you wish you had known when you first came to U-M.

Read the detailed job description and submit the application by Friday, March 25 at 5pm:

http://wwwinternationalcenter.umich.edu/events/peeradviser.html

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Now Hiring Spring/Summer Engineering Tour Leaders

The Office of Recruitment & Admissions is now hiring Tour Leaders for the spring/summer semester. Engineering Tour Leaders will help facilitate the North Campus Engineering Tour. Leaders will conduct tours and interact with the families of prospective Engineering students during the spring and summer term. Afternoon availability is needed.

Students interested in this position, please use the following link to complete the application. Interviews will be held in early April. Contact Kara Leslie at karale@umich.edu with any questions or concerns.

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University of Michigan International Center
1500 Student Activities Building
515 E. Jefferson Street
Ann Arbor, MI 48109-3116
Great place to go if you...

- are searching for a job or an internship
- need help with your resume
- have any career related question
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!
Grad-Only Jobs

Graduate Student Instructor (GSI)
- Teach

Graduate Student Research Assistant (GSRA)
- Research

Graduate Student Staff Assistant (GSSA)
- Administrative Tasks
Good Graduate Student Instructor Candidate

- Good communication skills
- Familiarity with teaching materials
  - Take the class that you wish to teach and do well
- Demonstrate passion for teaching
- Might require GSI-OET and instructor approval
Good Graduate Student Research Assistant Candidate

- Research interest match
- Skill set match
- Wants to pursue M.S. thesis or Ph.D.
Good Graduate Student Staff Assistant Candidate

- Skill set match
- Passion for administrative tasks
Just Do It.

- ASK about all possible positions
- BROWSE the website of the faculties
- NETWORK inside and outside of your department
- TALK to your academic and/or research advisor
Just Do It.

- SUBSCRIBE to email lists - department/school & university
- INTERACT with professors in your class
- PREPARE a resume
- VOLUNTEER for temporary positions
How Do I Get Paid?

- Get Social Security Number (SSN)
- Set up a direct deposit on Wolverine Access
  - Wolverine Access → Student Business → Employee Self-Service → Payroll and Compensation
- Receive checks and deposit them in your bank account
Questions and Feedback
Please complete the workshop evaluation and help us to improve the experience of future participants.