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.

icenter@umich.edu

Walk in Advising:
Monday-Friday, 1:00 PM-4:00 PM
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?

- Basic Rate of Pay
- Flexible shift
- Add more experience
- Learn new skills
- Prepare Resume and CV
- Check spelling and grammar
- One page long
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
- Apply as much as possible
Other places to look for jobs:
Businesses in On-Campus Buildings (Pierpont Commons, Michigan League, etc)
Prof. Compton (kc@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.

Dear students,

We are now accepting applications for Math Grader positions for Spring and Summer 2018. Spring Term begins May 01, 2018 and ends June 18, 2018. Summer Term begins June 27, 2018 and ends August 14, 2018. Please do not apply if you are not available for a full term. You must apply for spring and summer term separately if you are interested in both.

Please read carefully before you apply:

1. We no longer accept paper applications.

2. Anyone who wants to apply must create a new application. We will not review a previous term’s information.

3. We do not hire graders for Math 105, 115, 116, 215, or 216.

4. Be very careful to answer every question, and to fill out the form completely before you press submit (once you submit you cannot change anything)!

5. Information about the application: The application itself is in two portions. The first is just to get some general information from you, once you press “create record” it will save that information for you to use on future applications. The second portion is where you can indicate the course preferences you have. Please only enter the course numbers (i.e., just put 450 if you want to grade Math 450). The form will allow you to enter multiple courses. If you do not have a preference, please just type “no preference”. Apply to be a Math grader here:

https://dept.math.lsa.umich.edu/grader/apply.php

Please apply by Monday, April 23rd. Please let me know if you have any questions or concerns.

Best,

Brena
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://www.internationalcenter.umich.edu/events/peeradviser.html

University of Michigan International Center
1300 Student Activities Building
515 E. Jefferson Street
Ann Arbor, MI 48109-1316
The Career Center

Great place to go if you...

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

- Seek information
  - BROWSE websites
  - SUBSCRIBE to email lists (school & university) and Facebook groups
Communicate

- NETWORK inside and outside of your school
- TALK to your academic and/or research advisor
- INTERACT with professors in your class
Just Do It.

- Be prepared
  - 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.