

On-Campus Student Jobs Guide



Congratulations on taking the first step towards finding a job at University of Alaska! Every year, thousands of students discover the enriching experience of on-campus work. An on-campus job isn't just a source of income; it's a gateway to gaining valuable experience, cultivating in-demand professional skills, and earning funds that directly support your educational goals. Whether you're exploring your passion, building a professional network, or simply seeking financial independence, an on-campus job at UAlaska is your key to a well-rounded and rewarding college journey.

Requirements to be Student Worker

- Enroll in a minimum of six credits during the semester in which you plan to seek employment or to be eligible for summer employment be enrolled in six credits for the proceeding fall semester.
- Have at least a 2.0 cumulative GPA (*notre this may vary by position*).
- Work a maximum of 20 hours per week on a schedule that does not interfere with class attendance.

Applying for a Job On Campus - It's Simple!

- Explore current listings on the [Careers at UA website](#). You can apply directly through the linked applications on the University of Alaska System.
- Check out this on-campus student employment [Youtube playlist](#), with videos detailing why and how to apply.
- Each application requires a **resume**, a **cover letter**, and **three professional references**.
 - Explore [resume](#) and [cover letter guides](#) and contact Career Services for further assistance.
 - If you have little to no professional experience, you can list teachers, advisors, community leaders, or coaches as references. Make sure to ask for permission before using someone as a reference!

Benefits of Getting a Job On Campus

- Gain work experience in college with no prior experience required.
- Develop transferable skills such as communication, event setup, teamwork, problem-solving, and customer service.
- Earn money to cover educational costs.
- Enjoy flexible hours and convenient on-campus locations.
- Expand your professional network and meet new people.

Tips for a Successful On-Campus Job Experience

Embrace the full potential of your on-campus job, understanding that its benefits go beyond alignment with your studies. Regardless of the role's direct relevance, every task holds valuable opportunities for personal and professional development.

- Customize your job for skill development by discussing specific goals with your supervisor.
- Document accomplishments, including metrics, for future resume updates and professional references.
- Regularly seek feedback from your manager on your performance and areas for improvement.
- Network with colleagues, potential employers, and connections to enhance your overall work experience.
- If you're struggling with workload or a hectic schedule, voice your concerns with your supervisor proactively.
- Job duties and requirements should never infringe upon academic success. Reach out to Career Services to be connected with student support so accommodations/ adjustments can be made to ensure continued employment and academic success.

Understanding Work-Study Programs

Those awarded Federal Work-Study (FWS) in their financial aid packages receive support for education expenses, with both the school and government contributing to half of their pay.

- **You do not need to have been awarded FWS to work on campus.** Any student who meets the requirements can work on campus, but if you do have FWS keep reading!

- Some jobs are listed as FWS, check the 'work-study' box under the [Handshake 'Jobs' tab](#) to limit your search.
- Earned money can be utilized for tuition, room and board, books, and other education-related costs.
- Certain positions may allocate pay directly to specific expenses, but most jobs provide students with the flexibility to use their paychecks for various purposes.
- See [UAF](#) and [UAS](#) work-study sites for more information. *Note: UAA is discontinuing work-study.*
- Check with your school's financial aid office for more details on applying for FAFSA, listing FWS, and eligibility. See [UAA Financial Aid](#), [UAF Financial Aid](#), and [UAS Financial Aid](#) websites and contact your office for support.

Establishing Work-Life Balance

- **Set boundaries.** Prevent burnout by avoiding overcommitment and ensuring time for studying, self-care, social activities.
- **Set realistic work hours.** Establish work hours that align with your class schedule and study needs to ensure a balanced routine.
- **Plan ahead.** Organize your schedule in advance, taking into account deadlines, exams, work commitments, travel, social commitments and more. Then you will be able to navigate these situations without feeling overwhelmed.
- **Reflect and adjust.** Assess your work-life balance and make adjustments as needed. This may mean changing your hours or talking to your boss about adding or detracting responsibilities.

FAQs

- **How much will my job pay?** The pay varies per position and by employer. Student positions are typically classed as student assistant 1 or 2. See updated salary schedules on UAF's [Human Resources website](#).
- **How many jobs can I work?** While it is possible to work two separate jobs on-campus, the combined hours may not surpass 20 hours a week.
- **Can I work more than 20 hours a week?** Though it is not the right decision for every student, if you have a good academic standing, you can apply on a case-by-case basis for a waiver to work up to 40 hours a week during the semester. See the [student employee request waiver](#) page for more information.
- **How do taxes work with student employment?** Student employees are tax exempt (except for breaks and summers) when they work 20 hours or less, but as soon as a student works over 20 hours, all the hours become taxable. Tax exemptions are a large benefit to working under 20 hours. See more details in [Student Employment Procedures](#).
- **Why work on-campus vs. off-campus?** On-campus jobs are made to fit around your studies, with bosses who are used to working with students, allowing for an important understanding of the balance between work and education.
- **Are there jobs available for distance learners/ distance student positions?** Yes, there are student jobs that can be worked 100% remotely. Job descriptions will state if a position is in-person, remote, hybrid, or flexible. If you are a distance learner, reach out directly to the contact listed in the description to ask about a [remote-work agreement](#).
- **More questions?** Check out [student employment procedures](#).



See available job listings here!

UAA Career Services: uaa_career@alaska.edu // 907-786-6913

UAF Career Services: uaf-career@alaska.edu // 907-474-7596

UAS Career Services: uas.career@alaska.edu // 907-796-6451

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