



**International Orientation 2018**

# On-Campus Employment



**International Orientation 2018**

# What Options Are Available?

- On-campus positions for F-1 and J-1 students\*
  - Student on-campus hourly positions
  - Research assistantship/ teaching assistantship
- No work can be done during the hours you are scheduled for class; it cannot interfere with full-time study

# F-1/J-1 Visa Students

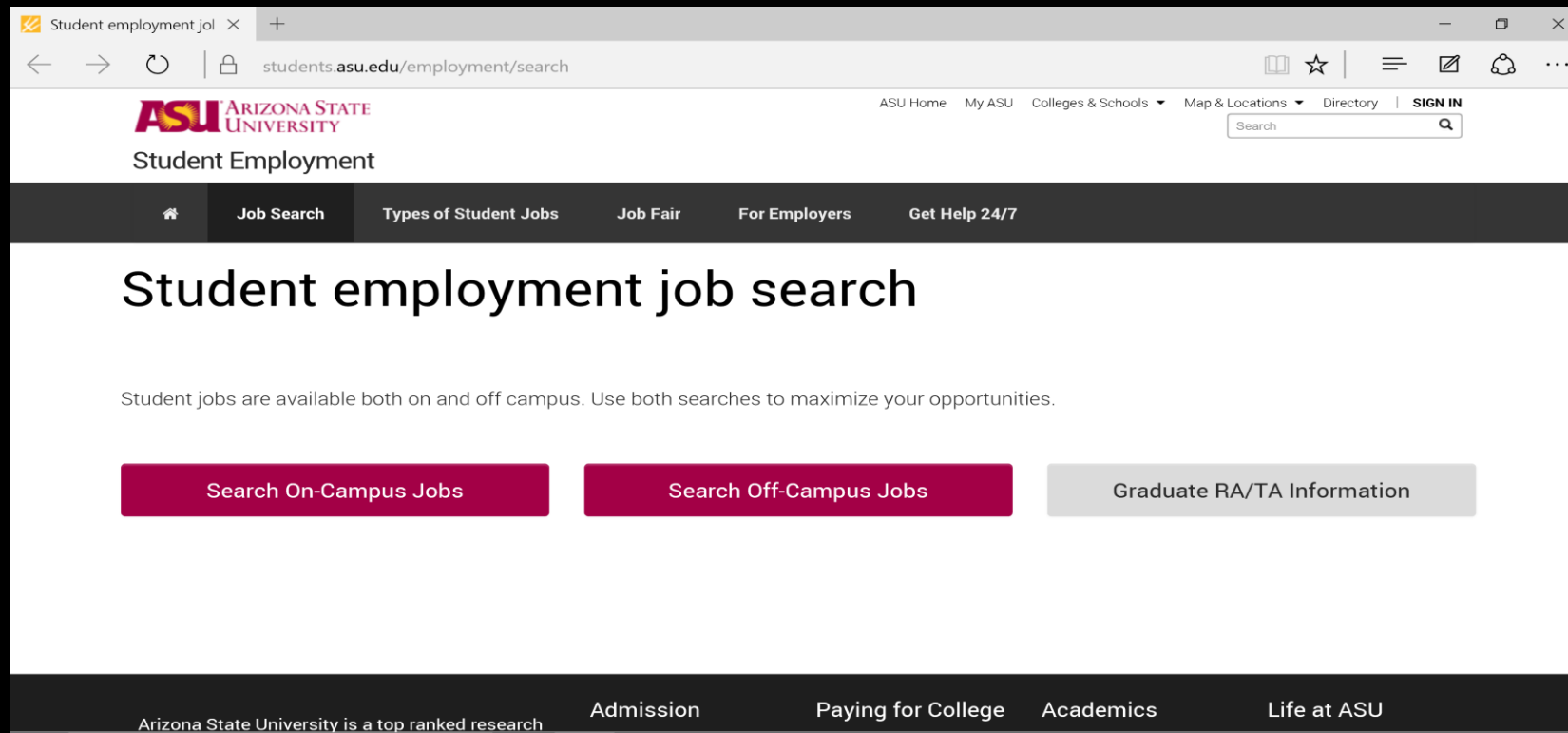
- F-1/J-1 students are **NOT** eligible for FWS Eligible positions (Federal Work Study)
- F-1/J-1 students must be enrolled full-time:
  - Undergraduate = 12 credit hours
  - Graduate = 9 credit hours
  - Graduate with assistantship = 6 credit hours
  - Or permission from the ISSC for reduced course load

# J-1 Visa Students

- J-1 degree seeking ASU students require permission from the ISSC
  - Please visit the ISSC once you have received a job offer
  - ISSC must report employment to SEVIS

# How Do I Apply For An On-Campus Job?

<https://students.asu.edu/employment>



The screenshot shows a web browser window with the URL [students.asu.edu/employment/search](https://students.asu.edu/employment/search). The page features the ASU logo and navigation links such as "ASU Home", "My ASU", "Colleges & Schools", "Map & Locations", "Directory", and "SIGN IN". A search bar is located in the top right corner. Below the navigation, the page title is "Student Employment". A dark navigation bar contains links for "Job Search", "Types of Student Jobs", "Job Fair", "For Employers", and "Get Help 24/7". The main heading is "Student employment job search". A sub-heading states: "Student jobs are available both on and off campus. Use both searches to maximize your opportunities." Below this, there are three buttons: "Search On-Campus Jobs" (highlighted in red), "Search Off-Campus Jobs" (highlighted in red), and "Graduate RA/TA Information" (greyed out). The footer includes the text "Arizona State University is a top ranked research" and navigation links for "Admission", "Paying for College", "Academics", and "Life at ASU".

# On-Campus Employment Search

ASU

Home Search openings Search results

**Search results** Your search criteria: N/A | Refine search

Results 1 - 50 of 291

Page 1 2 3 4 5 6 Next

View job(s) Apply to job(s) Create search agent Save to cart

Clear checked

	Requisition ID	Student Recruitment Type	ASU Job Title	Job Title	Campus Location	Department Name	Salary Range	Full-Time/Part-Time	Close Date	Date updated
<input type="checkbox"/>	<a href="#">36132BR</a>	Student Hire Work Study	Student Worker II	Photography Lab Aide	Campus: Tempe	School of Art - Students	\$10.15 per hour	Part-Time	06-October-2017 *EXTENDED*	28-Sep-2017
<input type="checkbox"/>	<a href="#">36308BR</a>	Student Hire Hourly	Student Worker III	Accounting Clerk	Campus: Tempe	Psychology	\$10.80 per hour	Part-Time	04-October-2017 *EXTENDED*	28-Sep-2017
<input type="checkbox"/>	<a href="#">35723BR</a>	Student Hire Hourly	Student Worker I	Deskside Support I (FWS Eligible)	Colleges@ASU: Lake Havasu City	CSS Deskside Support	\$10.00 per hour	Part-Time	11-October-2017 *REPOSTED*	27-Sep-2017
<input type="checkbox"/>	<a href="#">36112BR</a>	Student Hire Hourly	Student Worker III	Email Support (FWS Eligible)	Campus: Polytechnic	CSS Systems and Softwar UTOP	\$11.00 per hour	Part-Time	06-October-2017 *REPOSTED*	27-Sep-2017
<input type="checkbox"/>	<a href="#">36166BR</a>	Student Hire Hourly	Student Worker III	Field Technician (FWS Eligible)	Campus: West	Math & Natural Sciences Div	\$12.00 per hour	Part-Time	29-September-2017	27-Sep-2017
<input type="checkbox"/>	<a href="#">36292BR</a>	Student Hire Hourly	Student Worker II	Biology Tutor (FWS Eligible)	Campus: Tempe	Sols Undergraduate Programs	\$10.15 per hour	Part-Time	09-October-2017	27-Sep-2017
<input type="checkbox"/>	<a href="#">36312BR</a>	Student Hire Hourly	Student Worker I	Videographer (FWS Eligible)	Campus: Tempe	Strategic Comm/Digital Media	\$10.00 - \$10.55 per hour, DOE	Part-Time	09-October-2017 is the initial close date; applications will continue to be accepted and reviewed every week until the	27-Sep-2017
<input type="checkbox"/>	<a href="#">36314BR</a>	Student Hire Work Study	Student Worker I	Office Assistant	Campus: Polytechnic	Univ Registrar Services Poly	\$10.00 per hour	Part-Time	09-October-2017	27-Sep-2017
<input type="checkbox"/>	<a href="#">36315BR</a>	Student Hire Work Study	Student Worker IV	Life Drawing Model	Campus: Tempe	School of Art - Students	\$15.00 per hour	Part-Time	30-September-2017	27-Sep-2017
<input type="checkbox"/>	<a href="#">36316BR</a>	Student Hire Work Study	Student Worker I	Office Assistant	Campus: Tempe	Office of General Counsel	\$10.00 per hour	Part-Time	30-September-2017	27-Sep-2017

Job postings close at 3pm on the day of their close date

# What Information Will I Need to Apply?

- Biographical information
- Resume
  - Name in (14-16 point font), phone number, email
  - Use a blank word document, limit to 1 page
  - Black and white, one page, easy to read font (10-12 point)
  - Make sure to customize to each specific job



# What Information Will I Need to Apply?

- Cover letter
  - State the job and where you found the posting
  - Why are you a strong candidate?
  - Why do you want to work in that position?
  - Be specific!
- 3 References

**Career Advising**

**Online Resources**

**Career Events**



 handshake

# Fall 2018 Career Workshops & Events

- Boost Your Resume Without Work Experience
- Networking Fundamentals
- Discussing Work Authorization With Employers
- Internship and Job Success
- A World of Opportunity: China and India
- Student & Alumni Virtual Networking: China, India, Middle East
- Global Virtual Career Fair



@sundevilcareers



asu.joinhandshake.com

asu.edu/career | [careerservices@asu.edu](mailto:careerservices@asu.edu) | 480-965-2350

International Orientation 2017

# What Can I Expect After Applying?

- Check application portal for status update
- Make sure to check email and voicemail daily
  - You will be invited for an interview through email or phone
  - If no longer interested, be honest and say 'no thank you'
- No contact within the next 30-60 days
  - Likely the dept. has chosen another candidate
  - Dept. may not ever decline your application; this is normal
- Apply for multiple positions

# What Do I need to Give to the ISSC?

- Employer Letter (ask ISSC for letter sample) to request for Social Security Letter
  - You may apply no sooner than 10 days after arrival in the U.S.
- Confirm full-time enrollment
- Completion of SEVIS New Student Check-in through MyASU

# What Do I need From the ISSC?

- Social Security Recommendation Letter
- Instructions on how to apply for Social Security Number
- Completed Social Security Application
- Continued Attendance I-20 (For transfer students)

# ASU Student Employee Responsibilities



# How Many Hours Per Week Can I Work?

- Fall and Spring semesters - no more than 20 hours per week
  - If you have more than one employer, no more than 20 hours per week combined.
- During the break - up to 40 hours per week
  - If you have more than one employer, no more than 40 hours per week combined.
- No more than an average of 25 hours per week over a rolling 12 months
  - These limits apply to all jobs combined, including hours associated with stipends paid for services

# When Can I Begin Working at ASU?

- New and transfer F-1/J-1 international student must:
  - Complete New Student Check-in through MyASU
  - Enroll full-time
  - Complete SEVIS Registration before starting to work on-campus
- Summer on-campus job
  - Registered full-time for Fall semester in order to work during the summer
- J-1 student must receive approval from International Students and Scholars Center or their program sponsors
- Only allowed to work on campus until degree completion date

**ASU** <sup>®</sup>

The logo for Arizona State University (ASU) is displayed in a bold, maroon-colored serif font. The letters 'A', 'S', and 'U' are connected. A bright yellow sunburst graphic is integrated into the letters 'S' and 'U', with its rays extending across both. A registered trademark symbol (®) is located at the top right of the 'U'.