

- ▶ Navigate to [studentjobs.uconn.edu](http://studentjobs.uconn.edu).
- ▶ On the homescreen under JobX, click [JobX for UConn Students](#).
- ▶ Select [Click Here](#) to search and apply for Federal Work-Study or Student Labor positions.
- ▶ On the screen that appears, **check off all funding sources available to you** and click on [Set Choices](#) button. (Federal Work-Study and Off-Campus Work-Study Community Service are only for students who have been offered Federal Work-Study as part of their financial aid offer.)
  - If you are unsure of whether or not you have Federal Work-Study, refer to your financial aid offer in the Student Administration System under Financial Aid.
  - Any UConn student may apply for a Student Labor job.
- ▶ The screen that appears will give you many options for sorting under the **Quick Search** tab. The **Advanced Search** tab allows additional sorting of categories, e.g. **job, employers, time of year, wage rate, and hours required per week**.
- ▶ Once you have filtered your results, click on the job title for a more complete job description.
- ▶ **Fill out the online application** for jobs you are interested in. Students must register for an account and log in to apply for a position. When submitting an application, be sure to include information about prior work experience and coursework related to the job. Consider attaching your resume and check your spelling.
- ▶ The Student Employment website also offers the following:
  - **JobMail** — a service in JobX that will automatically email you when jobs of the type you specify become available
  - Answers to **Frequently Asked Questions (FAQs)**
  - The **Student Employment Guide** — policies and procedures for students working under the Student Labor and Work-Study payrolls
  - **Forms and Information**
  - **Job Descriptions** — general outlines of typical job duties that you can refer to for more details about individual work opportunities