

# ***Handshake*** & Work-Study Jobs

University Career Center maintains an on-line database called Handshake where students can post resumes, view career events, and search for jobs. Download the app for easy use on your phone.

**\*\*You can access Handshake 1-2 days after you register for classes\*\***

## **Eligible for Work- Study?**

- ▶ When completing your FAFSA application, make sure to check “YES” when asked if you are interested in work-study.
- ▶ Make sure you are awarded work-study. Log on to your ASAP account. Under **Financial Aid**, click **Award**, click **Award by Aid Year**, click on **Award Overview**. This should show if you have work-study eligibility. More questions? Find answers on [UTSA's One Stop Center page](#)
- ▶ Copy & paste that information into a Microsoft Word document. Save your “Award Letter”
- ▶ While in ASAP, click on **Student Services**, click on **Registration**, click on **Student Detailed Schedule**. Copy & paste the schedule into a Word document. Save your “Student Schedule”

## **Register on Handshake:**

- ▶ Go to [utsa.joinhandshake.com](http://utsa.joinhandshake.com)
- ▶ Click ***The University of Texas at San Antonio Sign On***
- ▶ Log on using your ABC123 and passphrase
- ▶ Follow the prompts to complete your profile

## **How to Upload Documents:**

- ▶ Sample resume outlines can be found on [careercenter.utsa.edu](http://careercenter.utsa.edu). You can also log in to [Vmock.com/utsa/](http://Vmock.com/utsa/) to review your resume
- ▶ Upload your saved “Student Schedule,” “Award Letter,” and “Resume” by clicking on the add button in each designated area

## **Looking for Work-Study or On-Campus Jobs?**

- ▶ Click on the **Jobs** tab
- ▶ Under Job Search you can select **On Campus** search for **Work Study**
- ▶ Click **Save your search** to set up daily or weekly notification for new work-study positions
- ▶ **\*Fall Work-Study positions will be posted mid-August\***
- ▶ **\*Spring Work-Study positions will be posted mid-late December\***
- ▶ **\*Summer Work-Study positions will be posted mid-late May\***

## **Important Tips:**

- ▶ Work-study and on-campus jobs are highly competitive. It is encouraged you apply to as many open positions as you can to increase your chances of landing a job on campus.
- ▶ Don't forget to follow-up with the department! A quick phone call or stop-in can make a difference! Confirm they received all required documents for your application and ask what their time frame is for hiring. Following up can reiterate your interest in the position.