

handshake & Work-Study

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 the Thursday 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 were awarded work-study! Log on to your **ASAP** account. Under **Financial Aid**, click **Award**, click **Award By Aid Year**, click on **Award Overview**. There you will see work-study eligibility.
- ▶ 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 schedule into a Word document. Save your “Student Schedule”

Register on Handshake:

- ▶ Go to utsa.joinhandshake.com
- ▶ Click on “**The University of Texas at San Antonio Sign On**” Log on using your ABC123 and passphrase Click on “**Activate Account**” to walk you through how to complete your profile.
- ▶ Click on “View Your Profile” button, verify your profile information and then click on “Submit Profile” button

How to Upload Documents:

- ▶ Sample resume templates can be found in the Resource tab on <https://careercenter.utsa.edu>, or you can meet with one of our staff during walk-in’s (Monday-Friday 1pm-4pm)
- ▶ Upload your saved “Student Schedule”, “Award Letter” and “Resume” by clicking on the add button in each designated area.

** Please allow 2-3 business days for your documents to be reviewed**

Looking for Work-Study or On-Campus Jobs?

- ▶ Click on the **JOBS** tab
- ▶ Under Job Type you can select “**On Campus Student Employment**”
- ▶ Click on the + sign next to Saved Searches at the top of the page to save a current search. This will allow you to easily look for jobs by the criteria you set for the next time you visit this page.
- ▶ ***Fall Work-Study positions will be posted mid-late July***
- ▶ ***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 can be highly competitive. It is encouraged that 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 that they received all the required documents for your application and ask what their timeframe is for hiring decisions. Following up can reiterate your interest in the position.