

On Campus Employment Workshop

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On-Campus Jobs

- On-campus jobs are managed by the [Student Employment Office](#) and posted in [Hire-a-Niner](#), UNC Charlotte's job posting system managed by the University Career Center
- Be aware of timing of jobs - may be posted year round but most opportunities are listed at the end or beginning of a semester
 - Students graduate or leave a role which opens up the opportunity
 - Not all departments hire students, some hire more than others, etc.
 - There is also a lot of competition for jobs



Types of On-Campus Jobs

- Federal Work Study (FWS)
 - International students aren't eligible
- Student Temp Wage (STW)
- UPIP Internships (UPIP)
 - Undergraduate students only (not first year students)
- Graduate Assistantships (GA)
 - Graduate students only
 - Administrative Assistant, Teaching Assistant, Research Assistant

***Review [Student Employment](#) website for more information and eligibility requirements**



Common employers

- SAC (Student Activity Center)
- Cone University Center
- Student Union
- Recreational Services
- UCAE (University Center for Academic Excellence)
- Language and Culture Studies (tutors)
- Chartwells Catering
- Barnes and Noble Bookstore



Log into Hire-a-Niner at hireaniner.charlotte.edu

HIRE-A-NINER

UNIVERSITY CAREER CENTER

DUKE CENTENNIAL HALL

LOGIN

Managers

Students

Alumni

Employers

Faculty

ABOUT

HELP

CONTACT US

UPCOMING EVENTS

More Events All Events

FEATURED JOBS

- DEPUTY DIRECTOR OF ELEMENTARY & MIDDLE SCHOOL PROGRAMS**
Union Settlement
- LOGISTICS INTERNSHIP - PART-TIME**
First Alliance Logistics Management, LLC
- PRINT LAB PRODUCTION OPERATORS**
ManpowerGroup
- SOLAR PROJECT COORDINATOR**
Renu Energy Solutions
- CAREGIVER**
ComForCare Home Care

More Jobs All Jobs



Job Postings

Search Favorites My Job Applications

Keywords

Location

25mi

Search

Show Me

Position Type

Industry

More Filters

Job Alerts (3) All Jobs

- Full-Time
- Part-Time
- Temporary
- On-Campus Employment (UNC Charlotte Departments Only)
- Internship
- Co-op

Clear

Apply

NOT QUALIFIED



NOT QUALIFIED



NOT QUALIFIED



People in your major are interested in

ires, Inc
North Carolina...

ngineer

NOT QUALIFIED

FAST Enterprises, LLC
Centennial, Colorado, Uni...

Implementation Consultant Intern

Internship

Apply by Aug 14



UNC Charlotte College ...

STW: Student IT Technician (Fall 2022)

On-Campus Employment (UNC C...

16d ago



NOT QUALIFIED

Honeywell
Nationwide, United States

Computer/Software Engineer & Computer Science -...

Internship

23d ago



Reva
Unite

Virtual - Reva Program - (M

Internship

24d ago



Click on "Jobs" and select "On-Campus Employment" under "position type."



Job Prefix Legend

BEFORE APPLYING FOR JOBS, we recommend uploading your resume in the Documents section of your Hire-A-Niner profile.
Make sure your resume meets the [Resume Approval Checklist](#).

Job Prefix Legend: FWS-Federal Work Study, STW-Student Temp Wage, UPIP- University Professional Internship Program

These prefix acronyms can also be used as Keywords in the Search Bar (for example, put STW in the search bar to search for Student Temp Wage Jobs).

Want to know more about what STW-Student Temp Wage, FWS-Federal Work Study, and UPIP-University Professional Internship Program means and who qualifies for these types of campus jobs? Check out studentemployment.uncc.edu for more information.

Search by Keyword

Search Favorites My Job Applications

Keywords Location 25mi Search

All Jobs & Interviews Position Type Industry More Filters Job Alerts (3)

+ Create Job Alert

Set up a Job Alert

1 - 20 of 1744 results

Date Posted Show 20

- Associate Manager Implementation Advising**
UKG (Ultimate Kronos Group)
Raleigh, North Carolina, United States
Full-Time
NEW
- C/C++ Developer - All Levels**
Cipher Tech Solutions
Remote — Vienna, Virginia, United States
Full-Time
NEW



Graduate Assistant: Instructional Assistant

UNC Charlotte School of Data Science [+ Follow](#)

On-Campus Employment (UNC Charlotte Departments Only)



A green “apply” button appears if you’re eligible

Position Type

On-Campus Employment (UNC Charlotte Departments Only)

Description

Provide teaching assistance to graduate level courses in the Data Science and Business Analytics [DSBA] and the Health Analytics and Informatics [HIA] programs.

Salary Level

\$18.00 per hour

Approximate Hours Per Week

20

Performance/Arts Job: note – may not be fully vetted by the University Career Center. Research thoroughly before applying.

Learning Experience

Student will gain valuable experience in teaching and curriculum support.

Expectations

Student will work with faculty member to provide teaching assistance as needed.

Professional Development Outcomes/Career Competencies

Problem Solving: Analyze issues, think critically, make decisions, and overcome challenges. Obtain, interpret, and use knowledge, facts and data to make decisions, Communications: Articulate thoughts and ideas effectively and efficiently, using verbal, non-verbal, digital and written methods, Teamwork: Build collaborative relationships by valuing others and taking responsibility for your role within a team., Technology Application: Select and use appropriate technology to solve problems and accomplish goals., Leadership: Use interpersonal skills to coach, motivate and develop others, recognizing their strengths to achieve common goals/shared vision., Professionalism: Demonstrate responsible work habits (i.e. punctuality, accountability, workload management) while displaying integrity and ethical behavior

Important Dates

Posted On:

Aug 11, 2022

Application Deadline:

Nov 08, 2022

Application Status

Non-qualify because:

You do not match the desired Degree Level for this position.
You do not match the desired Class Level for this position.
You do not match the desired Applicant Type for this position.

Screening Criteria

Screening Majors

All Majors

Screening Degree Level(s)

Certificate, Master's, Doctorate


Screening Class Level


Graduate Student


Screening Applicant Type

Current Student, Admitted

Related Resources

 [Job Seekers Salary Calculator](#)

 [Avoid Job Posting Scams](#)

 [ReferenceUSA](#)



Applying to job postings

- You must have an approved resume in Hire-a-Niner in order to apply to an on-campus job
- An approved resume means your resume meets minimum standards that employers expect:

***It can take up to 2 business days to get approval**

Resume Approval Checklist

For approval on Hire-A-Niner, your resume must consist of the following elements:

Heading:

- Name & contact information (email and phone number)

Education:

- Include UNC Charlotte, your major/degree, and grad date (month & year)

Experience:

- List the position title, organization, date range for each experience
- For each position, include bulleted list of responsibilities, accomplishments and/or transferable skills (try using this formula: power verb + action + result)

Overall:

- No spelling or grammatical issues
- No personal pronouns (i.e. I, me, we, my, them)
- 1- or 2-page resume that is well-organized and easy to read



GUIDE TO RESUME WRITING

A resume is a tailored marketing document designed to showcase your relevant education, experience and skills. For approval on Hire-A-Niner, your resume must consist of the following elements:

HEADING & CONTACT INFO

- Contact info: Email, Phone
- Contact information is listed at the top of the document
- Email address is professional

EDUCATION

- UNC Charlotte education is included (i.e. the University of North Carolina at Charlotte or UNC Charlotte)
- Title of your degree is spelled out (i.e. Bachelor of Science); if unsure of your exact degree, visit Degree Works: degreeworks.uncc.edu
- Major is included if declared
- Expected graduation date is listed

EXPERIENCE

- Job title, company/organization name, city, state and date range are present for each responsibility/activity
- A bulleted description of responsibilities, accomplishments and/or transferable skills is incorporated for each experience provided
- Experiences are listed in reverse chronological order in each section

FORMATTING

- Resume is one page (if you have significant professional or leadership experience, or you are a graduate student, two pages can be appropriate)
- Document is free of spelling errors and grammatical issues
- There is no use of pronouns (i.e. I, me, we, my, them, etc.)
- Easy-to-read, professional looking font is used (Times New Roman, Calibri, Arial, etc.)
- Font size is in the 10-12 pt. range (headers can be 14-16pt font). Margin size is .5 - 1 inch
- Consistency is present throughout the resume; headers and font styles are the same across the document
- Bullet points are not comprised of full sentences - begin each bullet with an action verb

Norm Niner

1045 Sophie Dr., Charlotte, NC 28214 | nnininier@uncc.edu | (704) 555-5521 | www.linkedin.com/in/normniner

EDUCATION:

The University of North Carolina at Charlotte, Charlotte, NC
 Bachelor of Arts in Communication Studies May 2020
 Concentration: Mass Media
 Minor: Film Studies
 GPA: 3.56/4.0
 Relevant coursework: Communication and Mass Media, Organizational Communication, Communication and Research Methods, Globalization and Digital Media, Mass Media and Society, New Media for Communications

RELEVANT EXPERIENCE:

Creative Group, Charlotte, NC May 2019 – August 2019
 Marketing Intern
 + Assisted the Marketing Director with social media marketing for Instagram, Facebook, and Twitter
 + Increased Instagram following 100% in four months by doing targeted campaigns
 + Collaborated with the Marketing Director to create a marketing plan, which increased sales by \$20,000 in two months
 + Developed two advertising campaigns for a new product the organization was introducing to their customers
 + Built a contact database for 1000 customer contacts using Excel

Target, Charlotte, NC August 2017 – May 2018
 Retail Sales Associate (part-time)
 + Managed merchandise rotation, floor changes, and provided an enhanced visual presentation of merchandise
 + Responded to an customer questions and concerns with efficiency
 + Trained two new staff on working the cash register, ringing up items, returns, and tagging merchandise
 + Won employee of the month by increasing sales in my department by 30%

VOUNTEER EXPERIENCE:

Habitat for Humanity, Charlotte, NC Summer 2018
 Social Media Campaign Manager
 + Managed organization's Facebook account and marketed summer events through graphics and video

Dinag!, Inc. (Via CatchAFire.com), Online August 2017 – October 2017
 Social Media Strategist
 + Assisted in the strategy of Instagram and Twitter accounts to reach a wider demographic

CAMPUS INVOLVEMENT:
 Lambda Pi Eta (National Communication Honor Society), Member January 2018 - Present

Communication Studies Student Association (CSSA), Treasurer August 2017 – December 2018
 + Oversee a yearly budget of \$2000 for the organization to use for various events

Resume Check List



CAREER GUIDE

career.charlotte.edu

careerdocs.uncc.edu/guide/careerguide



Resume Approval hireaniner.charlotte.edu

Home / Documents / My Documents

Documents

My Documents Opt-In Resume Book

Jobs Events Employers Resources Appointments

Notifications 3

Public Profile

My Documents

My Interviews

Surveys

My Account

Help & Feedback >

Sign out

No Records Found

Add New



Resume Writing Resources

- UCC website - <https://career.charlotte.edu/resumes?ref=iwantto>
 - Professional resume templates available to download
- Career Guide
 - <https://careerdocs.charlotte.edu/guide>
- Resume Writing Checklist – basic requirements for Hire-a-Niner resume approval
 - <https://careerdocs.charlotte.edu/pdfs/ResumeChecklist.pdf>
- Attend career coaching drop-ins or a Career Meet Up
 - Check career.charlotte.edu for more info



Job application tips

- Customize your resume and cover letter (if needed) for each position
 - A generic cover letter is the number one reason why departments will likely not move forward with your application
- A cover letter tells the employer why you're interested in the position and discusses more about your skills and experience
 - Check out the [Career Guide](#) for resources on cover letters
 - Visit career coaching drop-ins for a cover letter review
 - Attend a Career Meet Up on cover letter writing



Following up on a job application

- What is appropriate follow up?
 - Wait at least one week and email/call department to check the status of your application/ask if the role has been filled
 - If yes, wait another week and then check back
- Know when to “move on”
 - If you have inquired about the role twice, it’s best to wait
 - Accept “no” gracefully and respectfully (no negotiations)
 - Stay positive and keep applying!
 - Use your contacts!



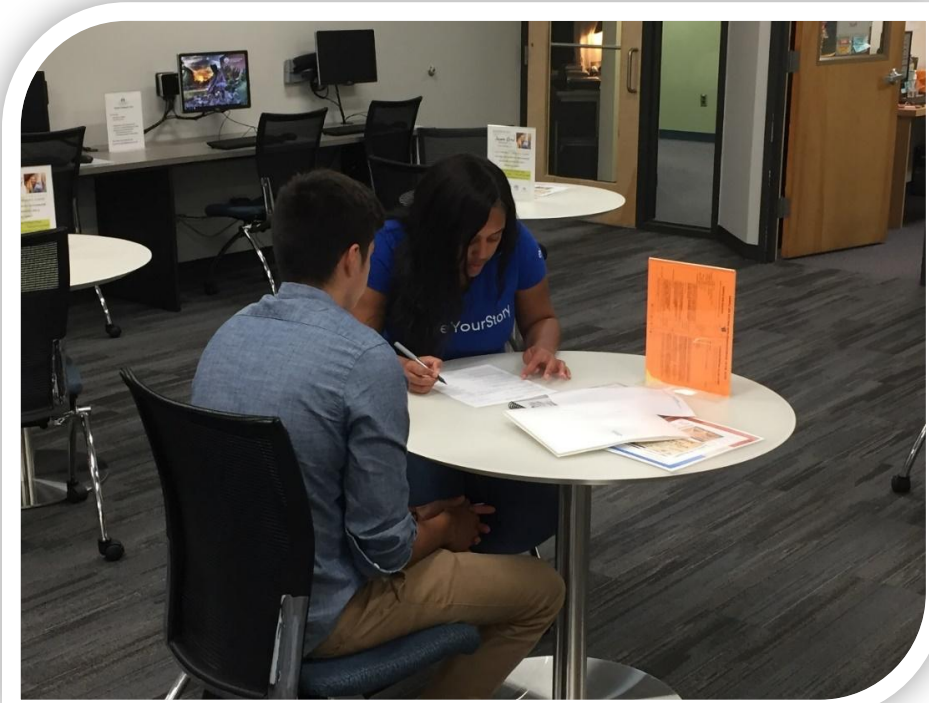
Ethical employment search

- “UNC Charlotte expects any student accepting a job offer to honor their commitment to the accepted position and company.”
- Students are urged to cease their job search upon accepting an offer. When faced with an offer:
 - Ask the employer for 24 hours to consider the offer
 - Contact any “first choice” employers you’ve interviewed with to see if they’ve made a hiring decision and let them know of your other offer(s)
 - Do not accept an offer until you have made such contact and are satisfied that you will stay with chosen employer
- View full policy: <https://career.charlotte.edu/policies>



Career coaching drop-ins

- Resume review
- Cover letter help
- LinkedIn profile review



- **Monday-Friday from 10am-3pm**
- Virtual or in-person at the UCC – Beside Atkins Library



You're hired!

- 20 hours a week MAX while the semester is in session
- More than 20 hours a week during school breaks
- It is up to YOU to keep track of your hours

Failure to abide by these rules are a violation of your F-1 status!



I-9 process

- Complete your I-9 forms online
- Complete all pages of new hire paperwork
- Drop off proper documentation to HR (King Hall)
- Receive verification within 2 business days

<https://hr.charlotte.edu/recruitment-and-hiring/new-employee-forms>



Social security card

- If you received an on campus job through Chartwells, Bookstore....you will request a letter from ISSO to take to SSA
- If you received an on campus job such as a graduate assistantship, a teaching assistantship, or a research assistantship....you will request a letter from HR to take to SSA





Important Things To Know

- Do not email office staff regarding job opportunities
- At UNC Charlotte, you CAN work for up to 90 days without a Social Security number.
- Do not plug in your birthday for your Social Security number.
- SSA is available now for walk-ins, and appointments
- Please be patient with ISSO, HR, and SSA.



Questions?