



UNIVERSITY OF CENTRAL FLORIDA

CAREER SERVICES &  
EXPERIENTIAL LEARNING

## FINDING ON-CAMPUS EMPLOYMENT DURING GRADUATE SCHOOL

### Part-time Jobs

Career Services and Experiential Learning (CSEL), located in the Ferrell Commons next to the Marketplace Dining facility and across from the Recreation and Wellness Center, is available to assist you in finding part-time work during your studies at UCF.

Part-time work is a great opportunity to gain valuable work experience, develop a professional network and apply the skills that you are learning in graduate school. It is important to maintain a balance between the number of hours you work and the number of credits earned in a given semester.

### PREPARATION

#### Define Goals

- Define your goals for part-time employment. Consider how this part-time experience could make you more marketable for full-time work. Think about how this experience could help you to more clearly define your career interests.
- Consider updating your resume to emphasize skills that would be useful in on-campus positions such as customer service, administrative skills, computer applications or teaching experience.
- Prepare a budget to see how much you need to earn per hour and how many hours you need to work each week. This will help you to narrow your search before you get started.
- Bring your resume by Career Services and Experiential Learning (CSEL) between 10 a.m. and 4 p.m. Monday–Friday for a critique. A good resume goes a long way in getting you an interview.
- Attend a *Resume* and *Job-Search Strategies* workshop at CSEL (Check the calendar at [www.csel.ucf.edu](http://www.csel.ucf.edu) for available dates and times).

### FINDING A JOB

**Start with your Academic Department or College:** On-campus positions are competitive and there are a limited number of them available. Since your part-time work experience should relate to your skills, interests, and full-time career goals, consider searching for a job within your academic department.

**Advertised Positions:** CSEL's **KnightLink**, an online recruiting system, contains a small number of postings for on-campus positions. To sign up for the KnightLink, stop by CSEL and fill out a gold card to gain access to this system. Bring your Network ID (NID) and CSEL will give you a username and password to access the system. Once you have access, you can do a search for open positions using the word "UCF."

**Unadvertised Positions:** Many of the part-time jobs available on-campus never get advertised. Therefore, you must be proactive about contacting on-campus departments such as UCF Dining Services, Athletics, the Student Union, and a variety of offices within Student Development and Enrollment Services to ask if they are hiring. Check out the website at ([www.sdes.ucf.edu/Contact\\_SDES.htm](http://www.sdes.ucf.edu/Contact_SDES.htm)) for a list of possible sites.

**Federal Work Study:** Check with the Office of Student Financial Assistance to see if you qualify for federal work-study. Student Financial Assistance has information on work-study positions on-campus.

### NEXT STEP

#### Interviewing Skills

- Attend an Interviewing workshop at the CSEL (Check the calendar at [www.csel.ucf.edu](http://www.csel.ucf.edu) for available dates and times).
- Sign up for a Practice Interview at CSEL.

#### Research

Research employers! The more knowledge you obtain about a department, the better chance you have of relating your skills and qualifications with the needs of the employer. Target each organization with a different cover letter explaining why you want to work for them, and how your skills can benefit their organization.

For more information, contact:

**Career Services and Experiential Learning**  
Phone: 407-823-2361  
[www.csel.ucf.edu](http://www.csel.ucf.edu)