Office of Career Exploration and Success
On-Campus Employment Tip Sheet for International (F-1 and J-1) Students

F-1 & J-1 students are eligible to work on-campus while enrolled at Rutgers. This work does not need to be related to your field of study. You must maintain legal F-1 or J-1 status while engaging in on-campus employment.

BENEFITS
● Earn money!
● Make connections with Rutgers Community (Faculty, Staff, and Students) and develop communication skills.
● Learn to manage your time and juggle many projects at once.
● Recommendation letters and personal references for future employment or education.

DEFINITION OF ON-CAMPUS EMPLOYMENT
● On-campus employment must either be performed on the school's premises, (including on-location commercial firms that provide services for students on campus, such as the school bookstore/cafeteria), or at an approved off-campus location that is educationally affiliated with Rutgers. Employment with on-site commercial firms, such as a construction company building a school building, that do not provide direct student services is not deemed on-campus employment.
● Please consult with Rutgers Global- ISSS if you are not certain whether the position is considered for on-campus employment.
● On-campus employment includes work done as a teaching or research assistant as well as jobs in the university library, residence halls, dining facilities, laboratories, and administrative offices.
● Graduate Students: An international student can be hired as a Graduate Assistant (GA) or a Teaching Assistant (TA). You may receive a GA or TA award either from your academic department or another department on campus. If you want to become a GA/TA, ask your academic department about available opportunities.

REQUIREMENTS
● You must be enrolled full-time during the fall and spring semesters.
● You may work up to 20 hours per week in all on-campus employment roles combined while school is in session according to the academic calendar.
● You may work more than 20 hours per week on-campus during official university holidays.
● On-campus work authorization ends when you complete your F-1 or J-1 program. However, you may work on-campus after your program ends if you have been issued another form of work-authorization (i.e. OPT or Academic Training).
WHAT TO CONSIDER

- You are not eligible for the Rutgers Federal Work-Study program (FWS). The work-study program provides jobs for U.S. students with financial need, allowing them to earn money to help pay for education expenses.
- Before accepting a job, ensure you have the time to commit to the position. You will need to balance the existing demands on your time and work.
- Preferably, the job should provide learning experiences and valuable skills (communication skills, computer skills, etc.).

DOCUMENTATION NEEDED AFTER GETTING A JOB

When you get an on-campus job offer, you will need to do the following before beginning employment:

1. Complete the online On-Campus Employment Workshop via the RGlobal portal to receive the necessary documents (i.e. International Payroll Form, SSN letter) to apply for a Social Security Number.
2. Apply for a Social Security Number if you do not have one: RU Global Social Security Information
3. Submit documents (International Payroll Form, W-4, I-9 information, SSN or SSN receipt) to the on-campus employer.

CREATING A RESUME AND COVER LETTER

Several positions on and off-campus require a U.S. resume and cover letter. Career Exploration and Success can help you get started on your U.S. resume and cover letter. Review the following Resume Blueprints and Grab Their Attention with a Winning Letter or Email. In addition, confirm your eligibility to use Handshake by visiting Career Exploration and Success website. If you are eligible, schedule a career advising appointment through Rutgers Handshake to have your resume and cover letter reviewed. If you run into technical difficulties while making a career advising appointment, reach out to careers@echo.rutgers.edu for assistance.

TIPS FOR FINDING AN ON-CAMPUS JOB

There is no central hiring office for student jobs, although many on-campus jobs are available via Rutgers Handshake. There are other various sources of on-campus positions. Some are listed below. Have confidence - approach departments and other on-campus employers to inquire about current openings. If approaching an on-campus employer in person, ask to speak to a manager and bring your updated resume!

You can search for on-campus jobs by searching for student employment opportunities on each department’s website. Some examples are included below:

Eagleton Institute of Politics
Office of Disability Services
Office of Information Technology (OIT)
Recreation Centers
Ideas of employers you may want to approach in person:

<table>
<thead>
<tr>
<th>Business</th>
<th>Location</th>
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<tbody>
<tr>
<td>16Handles</td>
<td>Livingston Plaza</td>
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<tr>
<td>Brower Commons</td>
<td>College Ave</td>
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<tr>
<td>Cook Café</td>
<td>Cook Douglass</td>
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<tr>
<td>Dunkin</td>
<td>Livingston Student Center</td>
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<tr>
<td>Henry's Diner</td>
<td>Livingston Plaza</td>
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<tr>
<td>Hoja Fusion</td>
<td>Livingston Plaza</td>
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<tr>
<td>Neilson Dining Hall</td>
<td>Cook Douglass</td>
</tr>
<tr>
<td>Panera</td>
<td>College Ave Student Center</td>
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<tr>
<td>Paparazzi Café in the Zimmerli Art Museum</td>
<td>College Ave</td>
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<tr>
<td>Qdoba</td>
<td>Livingston Plaza</td>
</tr>
<tr>
<td>Sbarro</td>
<td>Livingston Student Center</td>
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<tr>
<td>Starbucks</td>
<td>Livingston Plaza</td>
</tr>
<tr>
<td>Subway</td>
<td>College Ave Student Center</td>
</tr>
<tr>
<td>Woody's Café</td>
<td>Busch (near ARC)</td>
</tr>
<tr>
<td>Zimmerli Art Museum</td>
<td>College Ave</td>
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</tbody>
</table>

INTERVIEWING
Interviewing is integral to the job search process; the more prepared you are, the better. It's essential to be ready to answer many of the fundamental interview questions you should know. Also, as the saying goes, "Practice makes perfect." Go to Rutgers Big Interview to access and use the world's #1 interview job training tool.

The Office of Career Exploration and Success created the attached document in collaboration with Rutgers Global - International Students and Scholars – Updated: August 2023