

## 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 Samples](#) and [Cover Letter, Thank You, and Connection Email Etiquette](#). 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](mailto: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](#)

[Residence Life](#)

[Rutgers Athletics – Tutoring](#)

[Rutgers Dining Services](#)

[Rutgers Learning Centers](#)

[Rutgers Police \(RUPD\)](#)

Ideas of employers you may want to approach in person:

<b>Business</b>	<b>Location</b>
16Handles	Livingston Plaza
Brower Commons	College Ave
Cook Café	Cook Douglass
Dunkin	Livingston Student Center
Henry's Diner	Livingston Plaza
Hoja Fusion	Livingston Plaza
Neilson Dining Hall	Cook Douglass
Panera	College Ave Student Center
Paparazzi Café in the Zimmerli Art Museum	College Ave
Qdoba	Livingston Plaza
Sbarro	Livingston Student Center
Starbucks	Livingston Plaza
Subway	College Ave Student Center
Woody's Café	Busch Campus
Zimmerli Art Museum	College Ave

## 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 [typical questions asked by employers](#). 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: May 2024