

University of Connecticut

Student Employment Website Student User Guide

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Student User Guide

- Getting Started..... [3](#)
- The Student Homepage..... [4](#)
- Accessing JobX..... [5](#)
- Find a Job..... [6](#)
- Apply for a Job..... [9](#)
- Signing up for JobMail..... [11](#)
- Additional Information
 - Payroll Authorizations..... [13](#)
 - Documents Needed to Work..... [13](#)
 - Contacting Our Office..... [14](#)

Getting Started

The Student Employment website serves as a convenient way for students to find employment information, while helping University and selected non-University employers find qualified employees. The site is available 24 hours a day, seven days a week, for students to search for jobs.

There are three primary users of our employment site, JobX, each with their own homepage: UConn students, University Employers, and Non-University Employers. With this tool, students will be able to:

- Search for jobs using any number of different criteria.
- Receive automated email when preferred jobs become available.
- Apply for jobs online.
- Contact Student Employment.

The instructions in this document will help explain some of the features of the website and how to use them. Please do not hesitate to email any questions to studentjobs@uconn.edu. To begin, type the following address into your internet browser's address bar:

<https://www.studentjobs.uconn.edu>

The Student Homepage

The homepage of the Student Employment Website is the starting point for a number of different job-related functions and features the following information:


- **Search for Available Positions** – Use JobX browse all available job offerings.
- **Sign up for JobMail** – Receive email automatically once new jobs that match your criteria are posted.
- **UConn Students Page**– View and/or download this Student User Guide, find pre-employment paperwork explanation, important dates, etc.
- **Frequently Asked Questions/FAQs** – Answers the most frequently-asked questions regarding funding sources available for employment, pay ranges, employment requirements/restrictions, etc.
- **Important Links and Resources** – Payroll deadline dates, Balance Tracking sheets, and Timesheets.
- **Job Descriptions** – General job descriptions of Class 1, 2, and 3-level positions that MAY be available (need to check “Find a Job” to view current listings). Does not include specific advanced-level job descriptions written by employers.
- **Employment Guide** – A summary of all University policies regarding the Student Labor and Work-Study payrolls.
- **Contact Us** – Email Student Employment with your questions.

To access JobX:

The screenshot shows the UConn JobX website. At the top, the UConn logo and 'UNIVERSITY OF CONNECTICUT' are visible. Below that is the page title 'Office of Student Financial Aid Services – Student Employment' and a search bar. A navigation bar contains links for Home, Financial Aid, UConn Students, Employers, Forms and General Information, Employment Guide, Job Descriptions, FAQs, and Contact Us. The main content area is divided into three columns. The left column has sections for 'Important Links and Resources' (with a link to 'Assistance'), 'Work-Study Balance Tracking Form', 'Time Sheets', 'Payroll Dates 2023-2024', and 'UConn Employers'. The middle column features 'Important Updates for Students and Employers' (with a link to 'Minimum Wage to Increase January 1, 2024') and 'Work-Study Important Dates & Deadlines'. The right column includes a search bar, 'JobX Links' (with buttons for 'JobX for UConn Students', 'JobX for University Employers', and 'JobX for Non-University Employers'), and 'Student Employment Contact' information.

Click on the **JobX for UConn Students** link on the right navigation bar

Click on the Click Here option in the JobX home screen to search and apply for work-study or student labor positions

 [Click Here](#) to search and apply for work-study or student labor positions.

Note: Application for a position does not guarantee an interview. New job opportunities appear throughout the year so check back regularly or [sign up for JobMail](#).

Find a Job

Before you begin searching for jobs, you must determine which funding sources are available to you. Only students with Work-Study awards (as determined by the Office of Student Financial Aid Services) may apply for Work-Study positions. If you do not have Work-Study, you may search for Student Labor positions.

What's the Difference Between Work-Study and Student Labor?

The actual jobs may be the same. The difference between these two programs is the funding source for wages. Work-Study funding comes from federal dollars while student labor positions are funded by the departments that employ you.

Federal Work-Study is awarded to students as part of their financial aid package. Work-Study is a program that allows you to earn money to help pay for educational expenses. Unlike other forms of financial aid, Work-Study is not applied to your fee bill; you receive a bi-weekly paycheck. To earn Work-Study, you must receive a Work-Study award and secure a Work-Study job. Work-Study jobs may be on-campus or selected off-campus community service opportunities. For Work-Study students at any campus, the Off-Campus Work-Study Community Service option offers job seekers the opportunity to apply for positions at selected non-profit agencies.

Student Labor is the other student employment program available to UConn students. This is a work program for students regardless of financial need. Any student wishing to work on campus may apply for a student labor position.

- Off-Campus Work-Study Community Service
- Regional Student Labor
- Regional Work-Study
- Storrs Student Labor
- Storrs Work-Study

Set Choices

Select funding source: Check the funding sources that you are eligible for before you begin your search and click **Set Choices**.

The screenshot shows a job search interface with two buttons at the top: "Quick Search" and "Advanced Search". Below the buttons, there are two columns of links. The left column contains: "Show All Active Jobs", "23 Most Recently Posted Jobs", "Most Openings", "Summer Jobs", and "Law School Campus Jobs". The right column contains: "Most Hours per Week", "Fewest Hours per Week", "Highest Hourly Wage", "On-Campus Community Service Jobs", and "Social Work Campus Jobs".

Quick Job Search: Conducts a job search that will return results based on the search criteria you selected. There is no need to select any other criteria from the search page. For instance, if you click on the quick search **On Campus Community Service**, the search results page will instantly search for jobs.

Quick Search Advanced Search

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Narrow your search with the following options.
Selecting none for any search criteria implies all.

Keyword(s):

Click and to expand and collapse search criteria.

Categories

Employers

Time Frames

Wage

Hours per Week

Search!

Advanced Job Search: Allows you to perform job searches by selecting any combination of search criteria to narrow your search to your desired specificity.

You may perform a **keyword search** or expand and collapse additional filtering criteria by clicking **[+]** and **[-]**. Use these options if you wish to limit your search by **Categories, Employers, Time Frames, Wage, or Hours Per Week**. Only Categories and Employers for currently-available jobs will be available for selection.

After you have added all the items you wish to search by and included any other search limitations, click the **Search!** button at the bottom of the page. If you do not receive any search results, try broadening your search criteria.

Apply for selected jobs


Show All Active Jobs

Show results per page

<input type="checkbox"/> Job Title: Class I - Dining Service Trainee - 151UST	Employer: Dining Services - Burton Dining Hall Listed: 12/15/2023 Category: Dining Services
Wage: \$15.69/hr Openings: 10 Hours: 9 to 15 hours / week	
<input type="checkbox"/> Job Title: Class I - Dining Service Trainee - 151UST	Employer: Dining Services - Commissary Listed: 01/02/2024 Category: Dining Services
Wage: \$15.69/hr Openings: 7 Hours: 3 to 9 hours / week	
<input type="checkbox"/> Job Title: Class I - Dining Service Trainee - 151UST	Employer: Dining Services - Putnam Ref. Listed: 11/16/2023 Category: Dining Services
Wage: \$15.69/hour Openings: 10 Hours: 8 to 20 hours / week	

The **Search Results** display available jobs that match the search criteria you specified. Click on the job that interests you to view its details.

To perform a different search, click the **Run a New Search** link at the top of the **Search Results** page under **Instructions**.

 **Instructions**

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

[\[Run a New Search\]](#)

Currently searching funding sources:

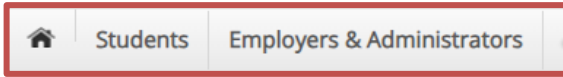
Storrs Student Labor

[Update Funding Source Choices](#)

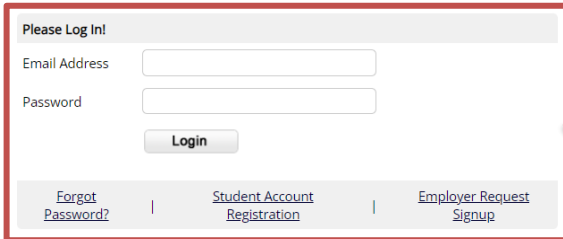
To change the funding sources under which you would like to search, select **Update Funding Source Choices** from the **Find a Job** page

Apply for a Job

In order to apply for jobs on JobX you will first need to create an account.

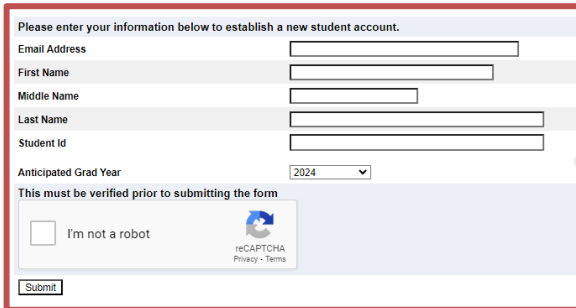


Click on **Students** at the very top of your screen and then select **Dashboard**.



A screenshot of the 'Please Log In' form. It includes two input fields for 'Email Address' and 'Password', and a 'Login' button. Below the form are three links: 'Forgot Password?', 'Student Account Registration', and 'Employer Request Signup'. The 'Student Account Registration' link is highlighted with a red border.

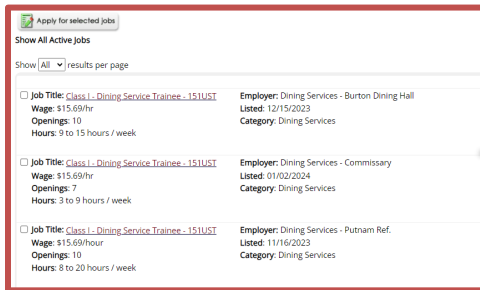
Select **Student Account Registration**, input all requested information and click **Submit**. You will receive an email prompting you to set up your password. If you do not receive the email within 15 minutes, please check your junk folder. If you still have not received an email, please contact us for assistance.



A screenshot of the 'Please enter your information below to establish a new student account' form. It includes input fields for 'Email Address', 'First Name', 'Middle Name', 'Last Name', and 'Student Id'. There is also a dropdown menu for 'Anticipated Grad Year' set to '2024'. Below the form is a reCAPTCHA section with a checkbox for 'I'm not a robot' and a 'Submit' button. The reCAPTCHA logo and 'Privacy - Terms' link are also visible.

Apply for a Job

Applications will ask for basic contact information, including PeopleSoft Student I.D. number and Email Address. They may also ask questions about your job-related skills and experience. This information will be viewable by the contact person(s) and website administrators. Some questions are required to answer, and the system will not allow you to submit your application without completing them. To make the best “first impression” always double-check your spelling and sentence completion on each part of your job application.



Apply for selected jobs

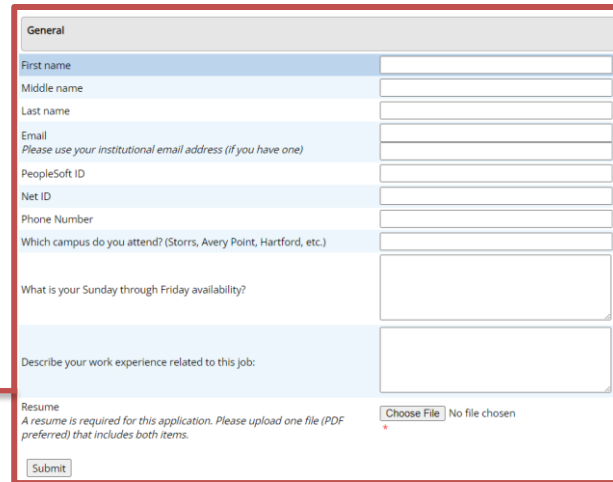
Show All Active Jobs

Show [All] results per page

<input type="checkbox"/>	Job Title: Class I Dining Service Trainee - 151JST Wage: \$15.69/hr Openings: 10 Hours: 9 to 15 hours / week	Employer: Dining Services - Burton Dining Hall Listed: 12/15/2023 Category: Dining Services
<input type="checkbox"/>	Job Title: Class I Dining Service Trainee - 151JST Wage: \$15.69/hr Openings: 7 Hours: 9 to 9 hours / week	Employer: Dining Services - Commissary Listed: 01/02/2024 Category: Dining Services
<input type="checkbox"/>	Job Title: Class I Dining Service Trainee - 151JST Wage: \$15.69/hour Openings: 10 Hours: 8 to 20 hours / week	Employer: Dining Services - Putnam Ref. Listed: 11/16/2023 Category: Dining Services

To apply, click the check marks next to each job and click **Apply for selected jobs**

Click **Submit** at the bottom of the page when you are finished. **Congratulations!** You have completed the job application process! Because the hiring process is often competitive, we encourage students to apply for all the jobs for which they are qualified and have interest.



General

First name

Middle name

Last name

Email
Please use your institutional email address (if you have one)

PeopleSoft ID

Net ID

Phone Number

Which campus do you attend? (Storrs, Avery Point, Hartford, etc.)

What is your Sunday through Friday availability?

Describe your work experience related to this job:

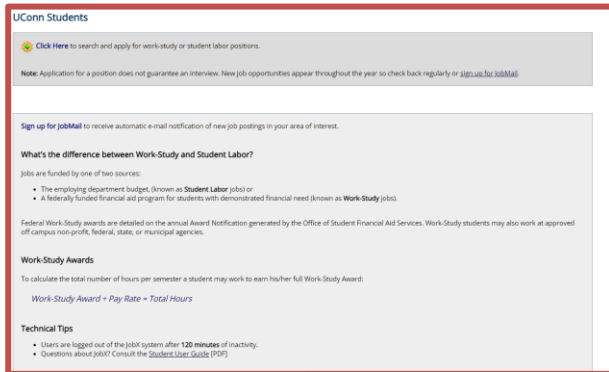
Resume No file chosen
A resume is required for this application. Please upload one file (PDF preferred) that includes both items.

NOTE: you will not have a change to revise this application once you click submit, so be sure that your information is correct. Do not click **BACK** once your application is submitted and try to correct information, as it will only invalidate the information you have submitted.

Signing Up for JobMail

Using this service, you can receive email automatically once new jobs that match your criteria are posted.

- To sign up for **JobMail**:



UConn Students

[Click Here](#) to search and apply for work-study or student labor positions.

Note: Application for a position does not guarantee an interview. New job opportunities appear throughout the year so check back regularly or [sign up for JobMail](#).

Sign up for JobMail to receive automatic e-mail notification of new job postings in your area of interest.

What's the difference between Work-Study and Student Labor?

Jobs are funded by one of two sources:

- The employing department budget, (known as **Student Labor** jobs) or
- A federally funded financial aid program for students with demonstrated financial need (known as **Work Study** jobs).

Federal Work-Study awards are detailed on the annual Award Notification generated by the Office of Student Financial Aid Services. Work-Study students may also work at approved off campus non-profit, federal, state, or municipal agencies.

Work-Study Awards

To calculate the total number of hours per semester a student may work to earn his/her full Work-Study award:

$$\text{Work-Study Award} = \text{Pay Rate} \times \text{Total Hours}$$

Technical Tips

- Users are logged out of the JobX system after 120 minutes of inactivity.
- Questions about JobX? Consult the [Student User Guide \(PDF\)](#).

(1) Click on Sign up for JobMail in the JobX UConn Students homepage

(2) Select the location(s) that interest you and use the **Add New Subscription** links to make your choices.



Storrs Campus [« 7»](#) [\[Add New Subscription\]](#)

Subscription1 [\[Delete Subscription\]](#)

- » Employer 0 selected [\[View/Modify\]](#)
- » Category 0 selected [\[View/Modify\]](#)
- » Funding Source 2 selected [\[View/Modify\]](#)
- » Time Frame 0 selected [\[View/Modify\]](#)

Subscription2 [\[Delete Subscription\]](#)

- » Employer 0 selected [\[View/Modify\]](#)
- » Category 0 selected [\[View/Modify\]](#)
- » Funding Source 0 selected [\[View/Modify\]](#)
- » Time Frame 0 selected [\[View/Modify\]](#)

Regional Campuses [« 7»](#) [\[Add New Subscription\]](#)

There are no subscriptions for this job type.

Off-Campus Work-Study Community Service [« 7»](#) [\[Add New Subscription\]](#)

(3) Select **View/Modify** links to mark specific employer, job category, funding source and time frame choices.

Signing Up for JobMail

Choose Employer(s) [Remove All]

Selected Items
None selected

Available Items [Add All]

- IQ Center [add]
- W Center - The Writing Center [add]
- Academic Center for Entering Students (ACES) [add]
- Accounting [add]
- Accounts Payable (including Travel) [add]
- Admissions [add]
- Admissions - all other [add]
- Advanced Tech Institute [add]
- Aerospace Studies (ROTC) [add]
- African American Cultural Center [add]
- African National Congress Partnership Office [add]
- African-American Studies Institute [add]

[Done]

(4) Click [add] or [Add All] to select potential employers, funding sources, and jobs of interest, then **Done** to finalize your choices.

Save Subscription(s) *Changes must be saved to take effect.*

Storrs Campus «?»

Subscription1

- » Employer 1 selected *modified*
- » Category 0 selected
- » Funding Source 2 selected
- » Time Frame 0 selected

Subscription2

- » Employer 0 selected
- » Category 0 selected
- » Funding Source 0 selected
- » Time Frame 0 selected

Regional Campuses «?»

There are no subscriptions for this job type.

Off-Campus Work-Study Community Service «?»

There are no subscriptions for this job type.

Save Subscription(s) *Changes must be saved to take effect.*

(5) A JobMail account with a subscriber profile tailored to the criteria you specified has been created. To save this information, click the **Save Subscription** button.

Employer, job category, funding source, and time frame choices may be added and deleted from the **My JobMail** page under the **Student** tab at the top of your screen.

Additional Information

Documents Needed to Work on Campus

Students must ensure that pre-employment paperwork is completed prior to beginning work. The following forms and their instructions may be obtained from the [Forms](#) section of the Payroll website:

- CT and Federal W-4 forms (tax forms)
- Form I-9 – The Immigration Reform and Control Act of 1986 requires all employers to verify the identity and employment eligibility of ALL EMPLOYEES. Before you will be allowed to begin working, you must present ORIGINAL documents showing identity and employment eligibility.

Additional Employment Documents

- The Direct Deposit form is optional, but highly recommended. This service allows UConn to deposit your paychecks directly into a checking or savings account. This form may be obtained from Payroll in the [Forms](#) section of their website
- Statement of Age – In certain special circumstance, non-UConn students may be employed by the University. Any non-UConn student under the age of 18 must obtain a Statement of Age form from their high school and deliver this to Student Employment by their start date.
- Proof of Enrollment – In certain special circumstances, non-UConn students may be employed by the University. These student workers must provide to Student Employment written proof of enrollment at another education institution for each semester they are employed.

Other Information

Information about hiring policies, pay rates, job classifications, work schedules, employee duties, supervisor responsibilities, deadlines, taxes, performance evaluation, and other employment matters may be found within the [Employment Guide](#) on the website. Policies are updated on the site as soon as changes occur.

Contacting Our Office

For general student employment inquiries, please contact the Office of One Stop Services at (860) 486-1111 or onestop@uconn.edu

If you have additional questions and would like to contact our office directly:

Student Financial Aid Services

Attn: Student Employment

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