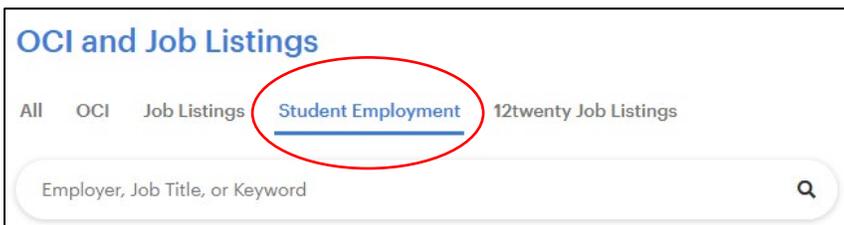


# Navigating Student Employment Jobs in 12twenty

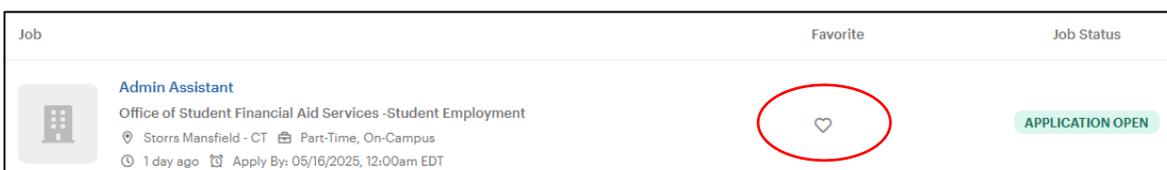
- Navigate to [studentjobs.uconn.edu](http://studentjobs.uconn.edu). On the home screen under 12twenty, click [12twenty for UConn Students](#).
- Select **Student Employment** from the left navigation pane to search and apply for Federal Work-Study or Student Labor positions.
  - If you are unsure of whether or not you have Federal Work-Study, refer to your financial aid offer in the Student Administration System under Financial Aid. Please visit <https://financialaid.uconn.edu/steps-to-aid/> to see how to view your aid offer.
  - Any UConn student may apply for a Student Labor job. Students who do not have a Work-Study award should not apply for positions that indicate Work-Study is required, as you would not be eligible for that position.
- On the screen that appears, you will notice that the “Student Employment” tab is highlighted in blue. In this screen you will find ONLY student employment jobs.



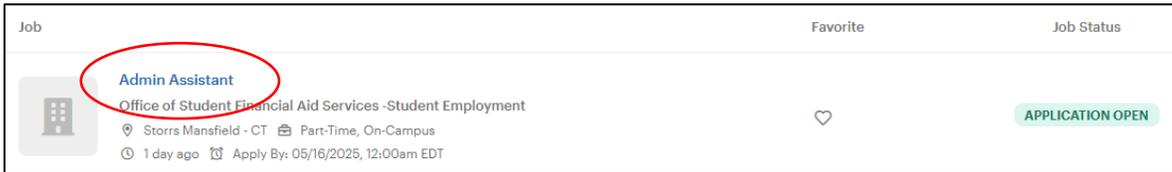
- Adjust or add filters as appropriate.



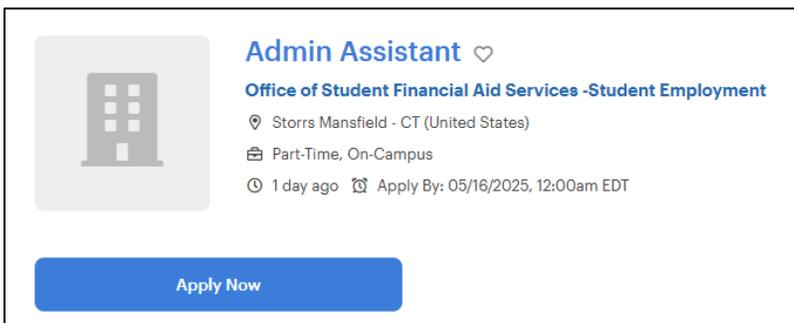
- Default filter options include Job Status, Employer, Job Title, City, and Type of Job. Add additional options by clicking "Add Filter" and selecting options such as Work Study Required, Student Employment Job Category, and more. Please note, your search parameters will be saved, click "reset" to return to the default settings.
- To "favorite" or save postings that you are interested in, click on the “heart” icon. To view your "favorites" click "Add Filter" and select "Favorite Only?".



- Once you have identified a job of interest, simply click on the blue hyperlinked title to view the details. In the next screen you will be able to read the full details of the job including how to apply.



- You can apply for many student employment positions directly through 12twenty by clicking the blue 'Apply Now' button and submitting the required information and materials. *For positions not applied for via 12twenty, follow the application directions within the job posting, such as apply via email or apply via external website.*



- In the next screen you will be asked to provide any required information and documents, such as résumé, cover letter, or an attached application with information required by the employer. All application documents must be in PDF format in order to be approved. Submit your application by clicking the blue “Apply” button. You will then see a notification that your application has been submitted on the screen, as well as an email confirmation.

The screenshot shows the application submission form. It has two main sections: 'Resume (required)' and 'Attached Application (required)'. Each section starts with a radio button for 'Upload New' and a text input field. Below each input field is a checkbox for 'Save to my application materials library'. A dashed box contains a file upload area with the text 'Drop file to attach, or browse' and 'Allowed file types: pdf'. At the bottom right, there are 'Cancel' and 'Apply' buttons.