Career & Professional Development is your one-stop shop for helping students with cover letters, resumes, LinkedIn, career navigation, and finding internship/job opportunities. Within CPD, we have the Student Employment Office, Career Services, and Employer Relations, which shows the wide array of functions that our department offers students, alum, and the campus community when it comes to ensuring that Spartans have access to professional development throughout their time at UNCG and beyond.
Why Work While You’re a Student?

• Earn money to support school expenses

• Gain relevant experience & develop skills

• Build your professional network
On-Campus Student Employment Classifications

1. Federal Work Study (FWS)
   Must be FWS eligible. Student must accept “Federal Work Study Job” award in UNCGenie.

2. On-Campus Jobs (Non-FWS)
   All Spartans are eligible for non-FWS jobs.

Federal Work Study (FWS) DOES NOT guarantee a job.
More about Federal Work Study

- Your financial aid award will indicate your eligibility for FWS.
- FWS awards vary by student – there’s not a standard amount.
- You must apply for FWS annually when you complete your FAFSA.
- You can only have one FWS job at a time.
- You can have one additional on-campus job if it is non-FWS.

It’s worth reiterating:

FWS Eligibility does not guarantee a job!
On-Campus Job Options

Kaplan Center for Wellness
- Lifeguard
- Fitness Instructor
- Events Team

Elliott University Center
- Tech Crew
- Info Desk
- Event Setup
- Barnes & Noble Café
- Office Assistants

University Libraries
- Reference & Government Documents Assistant
- Info Desk
- Event Setup
- Barnes & Noble Café
- Office Assistants
A Few More Options

UNCG Information Technology Services (ITS)
• 6-Tech Service & Support
• Computer Lab Consultant
• Late Night Lab Consultant

UNCG Biology Department
• Research Technician
• Lab Technician
• BIO 111 & 112 Course Assistant

Where Else Can I Work On Campus?
• Most academic departments
• Most campus departments
• UNCG Athletics
• Weatherspoon Art Museum
• UNCG School of Theatre (Costume Shop)
• SOAR (Orientation Leaders!)
• UNCG Housing & Residence Life (RA)
So, you want a job! What next?
STEPS TO SECURE A JOB

1. Develop Your Resume

2 Options:

• VMock – Use our smart resume platform to receive detailed feedback on your existing resume

• Meet with a Career Coach – Schedule a career coaching appointment
  - Virtual appts available this summer
  - Virtual workshop coming!

2. Search and Apply for Jobs

• "Welcome to Handshake!" email within 3 business days

• Build and Upload your resume

• Search for options based on your preference & eligibility

• Apply for jobs directly through Handshake

• Check your email & answer your phone!
I-9 Verification Process

- **Schedule** an Appointment through Handshake

- **Original** Documents only. Photocopies will **not** be accepted.
The best way to get noticed by employers? Reach out.

Make your profile stand out
Add key information to match with the most relevant jobs and opportunities.

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

What's it really like to work there?
Attend group sessions and events to learn things you can't get online.

Virtual group session - 2 hr
Snag that new Job or Internship -- How to...

Jun 21

Virtual group session - 4 hr 30 min
A PhD Workshop for Industrial Careers --

Jun 21

Virtual group session - 1 hr
NNSA Graduate Fellowship Program --

Sep 11

Pacific Northwest National
Still Have Questions?

- Career & Professional Development  
  EUC # 1 (Chick-Fil-A is next to us)

- Financial Aid  
  EUC Azalea (near the Info Desk)
THANK YOU
WELCOME TO THE G!

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