



PART-TIME JOB SEARCH

Many students successfully balance part-time work with an academic load. Access all Student Employment information here: utm.edu/studentemployment

HOW DO I QUALIFY FOR FEDERAL WORK STUDY?

- Have unmet financial need
- If you have completed the FAFSA (Free Application for Federal Student Aid), you will be notified of eligibility by July 1

If you have questions, please contact the UT Martin One Stop Shop at 731.881.4677 or stop by the second floor of Clement Hall.

Here is what the Work Study Application website looks like:

Attention

You must be eligible for work study to apply for this position. If you are not eligible you will not be considered for openings listed as work study.

Title	Department	Pay	Apply	Details
Assistant in Operations	Athletics - Track		VIEW FORM	
Assistant Preschool Teacher	Children's Center		VIEW FORM	
Student Worker	UT Martin Jackson Center		VIEW FORM	
Information Desk Operator	Enrollment Svs and Stu Engage		VIEW FORM	
HR Student assistant	Human Resources		VIEW FORM	
Surplus Warehouse Assistant	Business Services		VIEW FORM	

APPLICATION PROCESS & MATERIALS

Saved Search

In order to be an early applicant, you should create saved searches on Handshake to be alerted when new positions are posted. You can create multiple searches, one for on-campus jobs and one for off, for example.

Documents

All resumes and cover letters submitted to Handshake are screened. You will not be able to apply for positions without approved documents. Approval can take up to two business days.

We strongly recommend that you use CPAD resources located at www.utm.edu/career and **schedule an appointment** to make

DEPARTMENTALLY FUNDED POSITIONS

All students may apply for Departmentally Funded positions, regardless of financial need. These positions are posted on Handshake (access via the UT Martin Portal) and managed by Career Planning & Development.

If you have questions, call 731.881.7712, email career@utm.edu or stop by 210 Boling University Center.

OFF-CAMPUS EMPLOYMENT

If you are seeking opportunities to work in the Martin and surrounding communities, you can find positions on Handshake. Eligibility is determined by the employing organization. Students have access to their Handshake account via the UT Martin Portal.

This is what the Handshake Jobs section looks like:

The screenshot shows the Handshake Jobs interface. At the top, there's a search bar with 'Arabic Professor' entered. Below the search bar, there are filters for 'UT Martin collections', 'Location', 'Onsite/remote', 'Full-time job', 'Internship', and 'All filters - 1'. A notification banner says 'Notify me about new jobs like this'. Below that, it says '11 jobs found'. The first job listing is for 'UT Martin Office of Alumni Relations and Giving' with the title 'UT Martin Engagement Center Representative'. The second listing is for 'UT Martin Office of Student Conduct and Care' with the title 'Office of Student Conduct and Care Student Employee'. The third listing is for 'UT Martin Office of Athletics' with the title 'Athletics Student Assistant'. The fourth listing is for 'UT Martin Department of Physical Education' with the title 'Student Landscape Aide'. On the right side, there's a detailed view of the 'UT Martin Engagement Center Representative' job, including a 'Save' button, an 'Apply' button, and a section titled 'At a glance' with details like '\$10/hr', 'Onsite, based in Martin, TN', and 'On Campus Student Employment'.

sure your documents are professional and best represent your skills and experiences. There is a sample resume on p. 2 of this tip sheet. Make sure that you submit documents as Word or PDF documents.

Some on-campus employers will require you to share your academic schedule as a Word or PDF document. It is easiest for the employer to review the Schedule by Day & Time (week calendar view). To create your schedule document, go to the Portal, Banner Self Service, Students and then select Add/Drop Class (classic interface). Scroll down to Schedule by Day and Time, Copy and Paste your schedule into Word and upload to Handshake.

There are also free online resources to make an easy-to-read schedule like coursicle.com.



OFFICE OF CAREER PLANNING AND DEVELOPMENT

210 University Center | www.utm.edu/career
731.881.7712 | career@utm.edu



This resume sample is for first-year students. To see other samples, go to www.utm.edu/career and select Job Search Tips. Scroll down to Resume & Cover Letter Writing Tips. For individualized help writing your resume and cover letter, please call 731.881.7712 to schedule an appointment.

FIRSTNAME LASTNAME

Martin, TN 38237 | 731.123.1234 | email@ut.utm.edu

SUMMARY OF QUALIFICATIONS

- Strong verbal and written communicator, with editing and public presentation experience
- Proficient in Microsoft Office (Word, PowerPoint and Excel) and Adobe Photoshop and InDesign
- Comfortable marketing programs via social media (Facebook, Instagram and SnapChat)
- Experienced tutoring and caring for children ages two (2) to 18
- Certified in Red Cross Adult and Pediatric FA/CPR/AED. (20XX)

EDUCATION

University of Tennessee at Martin; Martin, TN | *Bachelor of Science, Biology;* May 20XX

Happy High School; Somewhere, TN | *Diploma;* May 20XX

"A" Honor Roll: Six (6) years | Honor Roll: 4 years | GPA: 4.58

EXPERIENCE

Great Construction; Somewhere, TN | *Fill-in Secretary;* May 20XX – August 20XX

- Completed needed paperwork and organized files for efficient future access
- Communicated with customers and vendors via phone and face-to-face

Happy High School; Somewhere, TN | *Tutor;* October 20XX – May 20XX

- Established cooperative relationships with students and coached in science weekly
- Maintained confidentiality regarding student needs and progress

Several Families; Somewhere, TN | *Driver;* August 20XX – May 20XX (as needed)

- Entrusted to drive children (ages 10 and 12) home from school and to/from activities
- Created activities to engage children and encourage cognitive development

LEADERSHIP

Yearbook Staff: *Co-Editor,* August 20XX – May 20XX

Volleyball Team: *Captain,* August 20XX – May 20XX; *Member,* 20XX – 2 XX

Happy High School Ambassadors: *Secretary,* June 20XX - May 20XX

Church: *Youth Leadership Team,* 20XX; *Small Group Leader, 6th Grade Girls,* 20XX

COMMUNITY SERVICE

Habitat for Humanity, Somewhere, TN: 20XX (12 hrs.)

Meals on Wheels, Somewhere, TN: 20XX (48 hrs.)

Sumler Therapy, Somewhere, TN: 20XX (20 hrs.)

Advance Therapy, Somewhere, TN: 20XX (15 hrs.)

Somewhere Hospital, Somewhere, TN: 20XX (100 hrs.)

HONORS

National Honor Society: 20XX, 20XX, 20XX

Happy High School Good Citizen: 20XX