

Job Search

University Career Center maintains an on-line database called Handshake where students can post resumes, view career events, and search for jobs. Download the app for easy use on your phone.

****You can access Handshake the Thursday after you register for classes****

Register on Handshake:

- ▶ Go to utsa.joinhandshake.com
- ▶ Click on “**The University of Texas at San Antonio Sign On**” Log on using your ABC123 and passphrase. Click on “**Activate Account**” to walk you through how to complete your profile.
- ▶ Click on “**View Your Profile**” button, verify your profile information and then click on “**Submit Profile**” button

** If this is your first time logging onto Handshake you will need to wait 1 business day after you for full access.**

How to Your Resume:

- ▶ Select **Public Documents**
- ▶ Upload your saved resume by clicking on the add button in each designated area.

TIP: Sample resume templates can be found in the Resource tab on www.careercenter.utsa.edu, or you can meet with one of our staff during walk-in’s (Monday-Friday 1pm-4pm)

** Please allow 2-3 business days for your documents to be reviewed**

Looking for On-Campus or Part-Time Jobs?

- ▶ Click on the **JOBS** tab
- ▶ Under Job Type you can select “**On Campus Student Employment**” or “**Part Time**”
- ▶ Click on the + sign next to Saved Searches at the top of the page to save a current search. This will allow you to easily look for jobs by the criteria you set for the next time you visit this page.

Important Tips:

- ▶ On-campus jobs can be highly competitive. It is encouraged that you apply to as many open positions as you can to increase your chances of landing a job on campus.
- ▶ Don’t forget to follow-up with the employer! A quick phone call or stop-in can make a difference! Confirm that they received all the required documents for your application and ask what their timeframe is for hiring decisions. Following up can reiterate your interest in the position.

On-Campus Vendors who hire:

Feel free to contact them for job availability.

- ▶ Aramark- Apply in person at any ARAMARK dining facility or call (210) 458-4209
- ▶ UTSA Bookstore- (Main Campus- UC 2.02.02; Downtown Campus- BV 1.342) or call (210) 458-4220
- ▶ UTSA Parking and Transportation Services- MS 1.01.52 or call (210) 458-7275
- ▶ Wellness & Recreation- Jobs posted at: www.campusrec.utsa.edu/jobs
- ▶ Child Development Center- Call (210) 458-6364
- ▶ Office of P-20 Initiatives- Downtown Campus- BV 2.308 or call (210) 458-2769
- ▶ UTSA Student Computing Services- Call MS Lab (210) 458-4557, BB Lab (210) 458-7646, or FS Lab (210) 458-2725
- ▶ Tomas Rivera Center- Hires tutors and supplemental instructors. Call (210) 458-4694