

handshake & Work-Study

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 1-2 days after you register for classes****

Eligible for Work- Study?

- ▶ When completing your **FAFSA application**, make sure to check **"YES"** when asked if you are interested in work-study.
- ▶ Make sure you are awarded work-study. Log on to your **ASAP** account. Under **Financial Aid**, click **Award**, click **Award by Aid Year**, click on **Award Overview**. This should show if you have work-study eligibility. More questions? Find answers on [UTSA's One Stop Center page](#).
- ▶ Copy & paste that information into a Microsoft Word document. Save your "Award Letter."
- ▶ While in ASAP, click on **Student Services**, click on **Registration**, click on **Student Detailed Schedule**. Copy & paste the schedule into a Word document. Save your "Student Schedule."

Register on Handshake:

- ▶ Go to <https://utsa.joinhandshake.com>
- ▶ Click **"The University of Texas at San Antonio Sign On."**
- ▶ Log on using your ABC123 and passphrase.
- ▶ Follow the prompts to complete your profile.

How to Upload Documents:

- ▶ Sample resume templates can be found in the Resource tab on <https://careercenter.utsa.edu>, or you can meet with one of our staff during Drop-in hours each week, check out website for hours. You can also log in to VMock, <https://www.vmock.com/login>, to review your resume.
- ▶ Upload your saved "Student Schedule," "Award Letter," and "Resume" by clicking on the add button in each designated area.

Looking for Work-Study or On-Campus Jobs?

- ▶ Click on the **JOBS** tab
- ▶ Under Job Search you can select **"On Campus"** search for "Work Study"
- ▶ Click **"Save your search"** to set up daily or weekly notification for new work-study positions
- ▶ ***Fall Work-Study positions will be posted mid-August***
- ▶ ***Spring Work-Study positions will be posted mid-late December***
- ▶ ***Summer Work-Study positions will be posted mid-late May***

Important Tips:

- ▶ Work-study and on-campus jobs are highly competitive. It is encouraged 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 department! A quick phone call or stop-in can make a difference! Confirm they received all required documents for your application and ask what their timeframe is for hiring. Following up can reiterate your interest in the position.