Considerations. What will best fit your needs?
- Are you targeting on campus or off campus?
- How many hours per week are you interested in working?
- Are there particular industries or types of jobs most interesting? What are jobs you would not consider?

Tools. Make sure to have your resume created and reviewed and practice your interview skills. Connect with the MU Career Center for help with your preparation: www.career.missouri.edu

HireMizzouTigers.com, powered by Handshake. To search for and apply to all non-work study jobs and internships, find them all in one place here.
- Go to www.HireMizzouTigers.com, to complete your profile, upload a résumé for approval, and then apply for positions.
- When searching, filter on: Part-Time Job and/or On-Campus, and location of Columbia, Missouri
- If you add Job Function to your filter, include “Other” in this field in addition to your selected categories.
- In addition to part-time jobs, find internships, full-time jobs, career events and fairs and interviews.

ON-CAMPUS POSITIONS

Part-Time (non-work study). On-campus, part-time jobs can be seasonal or ongoing employment opportunities working for a department in a variety of roles, typically falling under one of the following areas:

- ADMINISTRATION & FINANCE
- BUILDINGS, LANDSCAPE & OPERATIONS
- COMMUNICATIONS & MARKETING
- CREATIVE & DESIGN
- CUSTOMER SERVICE
- EDUCATION & OUTREACH
- RESEARCH
- RETAIL & SALES
- TECHNOLOGY

Work Study. The Federal Work Study (FWS) Program is designed to give part-time opportunities to undergrad and graduate students who need the income to help meet the costs of their education. MU Student Financial Aid determines eligibility and allocates Work Study funds to students. The MU Career Center helps students find and apply for Work Study positions. Go to https://career.missouri.edu/work-study-employment/ for more information.
BENEFITS OF WORKING ON CAMPUS

$ **Money.** Support living costs, learn how to budget, and boost confidence earning a paycheck.

🔍 **Career Exploration & Development.** Gain valuable hands-on work experience and key connections in a chosen field; work experience helps you learn about the things you do (and don’t) want to do!

👩‍💼 **Understanding Employers.** Prioritize your academics by working for employers who are flexible and want you to succeed both at work and in the classroom.

🔗 **Connection to Campus.** Make strong connections with faculty, staff and other students to cultivate a network of support and strengthen your Mizzou experience.

🔄 **Skill Development.** Develop transferable skills you can use in the future, including time management, communication skills, work ethic, teamwork and more.

OFF-CAMPUS POSITIONS

HireMizzouTigers.com. All community employers are encouraged to post their positions on this site, as well as private households for positions such as childcare, personal assistant, and lawncare positions.

**Health Care.** For part-time jobs with University of Missouri Health Care: [https://www.muhealth.org/jobseeker](https://www.muhealth.org/jobseeker) Other healthcare providers in Columbia include Boone Hospital systems and other independent clinics.

**The District and Shopping Areas.** Look for openings at stores, restaurants and other venues in downtown Columbia, which is within walking distance of campus: [http://www.discoverthedistrict.com](http://www.discoverthedistrict.com). Also check out Columbia Mall and other retail outlets in the area: [http://www.visitcolumbiamo.com/section/shop/](http://www.visitcolumbiamo.com/section/shop/)

**Columbia Community.** Be proactive in contacting businesses and organizations in Columbia. For lists of potential employers, visit such as the [Columbia Chamber of Commerce](https://www.columbiachamber.com) or [VisitColumbiaMo.com](https://www.visitcolumbia.missouri.edu).

PREPARING FOR EMPLOYMENT

For all jobs (on and off campus). If you receive an offer of employment, please make sure you have:

- Information about hourly wage, work schedule, start date and other details.
- Information about completing a **W-4 form** for federal and state tax information. If you are unsure how to complete the W-4, please make an appointment with the Office for Financial Success.
- Your **routing and account numbers** for direct deposit into a bank account of your choice.

For on-campus jobs.

- Access and complete your New Hire Forms
  - Review instructions in your new employee information email from Human Resource Services.
- Attend New Employee Registration (NER)
  - All student employees must present their **original, unexpired Employment Eligibility & Identification documents** to NER by their first day of work. See more information at [https://career.missouri.edu/jobs-and-internships/part-time-jobs/](https://career.missouri.edu/jobs-and-internships/part-time-jobs/)
- Consider joining a free, non-credited course, **Navigating Student Employment at Mizzou** that provides tips and resources for finding and securing a campus job.

**next steps:** Talk with a Career Specialist for one-on-one assistance: [https://career.missouri.edu/connect](https://career.missouri.edu/connect)

Check out more resources at [https://career.missouri.edu > Resources tab](https://career.missouri.edu > Resources tab)