

guide to

PART-TIME JOBS



GETTING STARTED

Have your application materials ready. 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 and apply for part-time jobs, check out this comprehensive recruitment platform. Also use for searching internships, full-time jobs, and career events/fairs.

- Go to www.HireMizzouTigers.com, to complete your profile, upload a résumé for approval, and then apply for positions.
- Filter on: *Part-Time Job* and/or *On-Campus*, and location of *Columbia, Missouri*

Health Care. For part-time jobs with University of Missouri Health Care: <https://www.muhealth.org/jobseeker>
Other healthcare providers in Columbia include Boone Hospital systems and independent clinics.

ON-CAMPUS POSITIONS

On-campus, part-time jobs. These can be seasonal or ongoing employment opportunities working for a Mizzou 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

Find out more. Join a free, non-credited Canvas course, [Navigating Student Employment at Mizzou](https://tinyurl.com/navstudentemployment) that provides tips and resources for finding and securing a campus job: tinyurl.com/navstudentemployment

Work-Study. The Federal Work-Study (FWS) Program is designed to offer part-time opportunities to undergrad students to assist with educational expenses. MU Student Financial Aid determines eligibility, and the MU Career Center assists students to find and apply for Work-Study positions. Go to career.missouri.edu/work-study-employment/ for more information, and refer to our [Guide to Work-Study Jobs](#).

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.
- 🧠 **Understanding Supervisors.** Employers are flexible and want you to succeed both in class and at work.
- 🔗 **Connection to Campus.** Create a strong network of faculty, staff and other students.
- 🔄 **Skill Development.** Develop skills such as time management, communication, teamwork, and more.



Career Center
University of Missouri

Lower Level
Student Success Center

📞 (573)882-6801
🖱️ career.missouri.edu
✉️ career@missouri.edu



OFF-CAMPUS POSITIONS

HireMizzouTigers.com/Handshake. All employers are encouraged to post their positions on this site.

- Check out **local employer** positions by filtering on *Columbia, Missouri* as a location
- Find **remote** positions by filtering *Remote/Work from home*
- Explore **private household** positions such as childcare, personal assistant, and lawncare positions by doing a keyword search for *private household*

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>. Also check out Columbia Mall and other retail outlets in the area: <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](#) or [VisitColumbiaMo.com](#).

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, and start date.
- 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.

- Students must present [Employment Eligibility & Identification documents](#) in order to be hired at the University. Only original documents accepted.
- The University requires a direct deposit of payroll funds. Please have your bank routing and account numbers to avoid a delay in your start date.
- **Human Resources will email you instructions to notify you to complete forms and attend New Employee Registration (NER) after you are hired. This is when you will present the required documents.**
- You cannot begin working before completing NER.

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:		5. U.S. Military card or draft record
a. Foreign passport; and		6. Military dependent's ID card
b. Form I-94 or Form I-94A that has the following:		7. U.S. Coast Guard Merchant Mariner Card
(1) The same name as the passport; and		8. Native American tribal document
(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		9. Driver's license issued by a Canadian government authority
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:
		10. School record or report card
		11. Clinic, doctor, or hospital record
		12. Day-care or nursery school record
		AND
		LIST C Documents that Establish Employment Authorization
		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		4. Native American tribal document
		5. U.S. Citizen ID Card (Form I-197)
		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. Employment authorization document issued by the Department of Homeland Security

next steps:

Talk with a Career Specialist for one-on-one assistance: <https://career.missouri.edu/connect>
Check out more resources at <https://career.missouri.edu> > Resources tab