

guide to PART-TIME JOBS



GETTING STARTED

Prepare your application materials. Have your resume created/reviewed and practice interviewing. Connect with the Career Center to help you: career.missouri.edu

Register on Handshake. To search and apply for part-time jobs, internships, full-time jobs, career events/fairs, and more:

- Go to missouri.joinhandshake.com, complete profile, upload a resume for approval
- Filter on: *Part-Time Job* and/or *On-Campus*, and location of *Columbia, Missouri*

Want more information? Go to our [Part-Time Jobs webpage](#) for more resources.

Gaining residency as an out-of-state student? Go to the Office of the University Registrar webpage for info and the residency checklist: registrar.missouri.edu/residency/

Learn about
**Part-Time
Jobs**



WORKING ON CAMPUS

On-campus, part-time jobs. Join the over **6400 students** who work on campus! Benefits of working at Mizzou include campus connections, supportive supervisors who work around your class schedule, and gaining career readiness skills. Employment opportunities are available in a variety of roles in these areas:

ADMINISTRATION & FINANCE
BUILDINGS, LANDSCAPE &
OPERATIONS
COMMUNICATIONS & MARKETING
CREATIVE & DESIGN

CUSTOMER SERVICE
EDUCATION & OUTREACH
RESEARCH
RETAIL & SALES
TECHNOLOGY

Healthcare positions. For part-time jobs with MU Health Care: careers.muhealth.org/. Other healthcare providers (off campus) include Boone Hospital systems, Truman VA Hospital, and independent clinics.

Research positions. Mizzou professors will use ForagerOne beginning Fall 2025, a new platform for helping undergraduate students connect with potential research mentors: undergradresearch.missouri.edu/

WORKING OFF CAMPUS

Handshake. Go to missouri.joinhandshake.com to:

- Check out **local employer** positions by filtering on *Columbia, Missouri* as a location
- Explore **private household** positions like childcare, personal assistant, etc by searching *private household*

Columbia Community. Look for openings at stores, restaurants and other venues in Columbia:

- Walking distance of campus: discoverthedistrict.com
- Retail ideas: visitcolumbiamo.com/section/shop/
- Businesses and other potential employers: [Columbia Chamber of Commerce](https://ColumbiaChamberofCommerce.com) or VisitColumbiaMo.com



Career Center
University of Missouri

Lower Level
Student Success Center

(573)882-6801
career.missouri.edu
career@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, 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](#).
- You must have a bank account, and the **routing and account numbers** for direct deposit.

For on-campus jobs.

- Students must present [Employment Eligibility & Identification documents](#) in order to be hired at the University. Only original documents accepted.
- **Human Resources will email instructions to complete New Employee Registration (NER) after you are hired.** Then upload the required documents. You cannot begin working before completing NER.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
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, sex, height, eye color, and address		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. 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, sex, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
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		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. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole 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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central . The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		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		
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.