Finding On Campus Employment for International Students

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KEEP IN MIND

● F-1 & J-1 students must maintain their legal immigration status to benefit from employment opportunities in the United States.

● Students must ensure they obtain proper work authorization prior to engaging in employment (on-campus and off-campus). Speak to Rutgers Global for more information.

● The Federal Work Study Program is not available for international students, so if asked this question your answer should be “no.”
THE STRATEGY

PREPARE
Resume/CV
Cover Letter
Schedule a Resume and Cover Letters
Review in Rutgers Handshake*

NETWORK
Professors/Other Department Staff
Contacting On-Campus Employers Directly

APPLY
Handshake*
Department Websites

INTERVIEW
Big Interview
Schedule a Mock Interview in Rutgers Handshake*

*Please check the Career Exploration and Success website to confirm eligibility of services
PREPARE: RESUME LAYOUT

HEADING: Name, City/State, Email/Phone - LinkedIn Link

EDUCATION: Undergraduate & Graduate Degrees ONLY

TECHNICAL SKILLS: Computer Skills, Laboratory Skills, etc. - if related to position applying for, at bottom of page if not

PROJECTS: Relevant Academic or Personal Projects - most recent first

EXPERIENCE: Add experience - most recent first

LEADERSHIP EXPERIENCE: leadership roles and/or ACTIVITIES:
PREPARE: WRITING THE CONTENT

Writing Resume **Bullet Points**

**Action + Result**

- **Action** = Power Verb
- **Result** = to, in order to, by, for, such as, resulting in
- **Tense**: Past vs. Present Tense (Collaborated/Collaborate)

  *Avoid Collaborating (no ing)*

  *BONUS – Quantify (#, %, $)*

**FINAL TIPS**

- **Technical Skills** for relevant majors
- **Focus on Projects/Leadership Skills/Activities** if no work experience
- CES has sample resumes on the [website](https://careers.rutgers.edu)
PREPARE: COVER LETTER TIPS

3 Cs Rule: all correspondence must be

• Clear = who you are and why writing
• Concise = get to the point
• Compelling = compel reader to take action, such as arranging an interview

❑ Always submit a well written cover letter even if not required
❑ Introduce yourself (class year and what you’re studying) and why you are writing
❑ Note in the 1st paragraph if you have met the person the cover letter is addressed to, or if you were referred by a current employee
❑ Compare your skills and experience to what employer is looking for
❑ End with desired action
PREPARE: HAVE YOUR DOCUMENTS REVIEWED

- Make an appointment in Handshake with a Career Advisor for “Resume and Cover Letters Review”*

- If you run into technical challenges with the process of making an advising appointment reach out to careers@echo.rutgers.edu for assistance

- Ask someone you trust to review your documents and provide feedback

*Please check the Career Exploration and Success website to confirm eligibility of services
NETWORKING: TIPS

- Reach out to professors and other department staff to politely inquire about employment opportunities.
  
  **Tip**: Graduate Students, reach out to your professor and academic departments to inquire about Teaching Assistant/Graduate Assistant/Grader positions available.

- Once your resume is ready, consider approaching on-campus employers in-person with a copy of your resume. Ask for a manager and be prepared to address who you are, what you’re studying, and why you’re interested in working at their department or organization.
  
  **Tip**: Focus on what skill sets you have to offer the employer versus what the employer will offer you.
APPLY: DEPARTMENT WEBSITES

- Eagleton Institute of Politics
- Office of Disability Services
- Office of Information Technology (OIT)
- Residence Life
- Rutgers Athletics Rutgers Athletics – Tutoring
- Rutgers Dining Services
- Rutgers Learning Centers
- Rutgers Police (RUPD)
- And Others

This is a sampling of on-campus employers that have hired international students previously - there are others!
INTERVIEW: COMMON QUESTIONS

- Tell me about yourself…
- Why did you apply for this position?
- What do you know about our department?
- Why did you choose your major?
- What’s your biggest weakness?
- What’s your biggest strength?
- Where do you see yourself in five years?
- Why should we hire you over other candidates?
"When preparing for a job interview, it's not enough to only read advice - you need to put that advice into practice! That's why Big Interview isn't just a training course. You'll also get hands-on practice with mock interviews tailored to your specific major or area of interest."
ADDITIONAL INFORMATION

Access: On-Campus Employment Tip Sheet for International (F-1 and J-1) Students

Career Exploration and Success Events
International Students Career Community

Contact at Career Exploration and Success (CES):
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Connect with us on social media for updates, events, information, and more.

@RUTGERSCAREERS

Start your career journey and explore our website at: CAREERS.RUTGERS.EDU