

How to Search for Work Study Jobs in Handshake

- Login at uncw.joinhandshake.com/login
- Click on the blue single sign-on button

From the homepage, start by clicking on **Jobs** in the top menu bar as show below. You will be taken to the Job Search page.

The screenshot displays the Handshake website interface for UNCW. At the top, the navigation bar includes 'handshake', a search bar, and menu items: 'For You', 'Jobs' (highlighted with a red box and an upward-pointing red arrow), 'Events', 'Students', 'Career Center', and a user profile for 'Carolyn'. The main content area is titled 'Jobs & Events For You'. It features a 'Discover Students at UNCW' section with two student profiles: Julianna Tresca (Pre-Biology Biology Terrestrial, Lifeguard and Swim Instructor, Biomedical Engineering Society (BMES)) and Lauren Thomas (Environmental Sciences Biological Science Option, Group Fitness Instructor, Club Field Hockey). Below this, there are sections for 'Part-Time Jobs for Busy Students', 'Upcoming Events at UNCW' (with a calendar icon showing 6, 30, 14), and 'Trending Jobs at UNCW'. The left sidebar contains a user profile for Carolyn Rennix, profile strength indicators, and various job and event recommendations.

- From here, there are various options available to view available jobs and narrow your search.
- To search for Work Study jobs, type the key words **“work study”** in the search bar and hit 'enter' to launch your search.
 - From there, you will see all jobs related to Work Study positions. (As you can see below, there are currently 116 Work Study positions posted.)

The screenshot displays the Handshake job search interface. At the top, the Handshake logo is on the left, and navigation links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile 'Carolyn' are on the right. A blue navigation bar contains 'Job Search', 'Applications', 'Employers', and 'On-Campus Interviews'. The main search area features a search bar with 'work study' entered, a location field for 'City, State, or Zip Code', and filter buttons for 'Full-Time Job', 'Part-Time', 'Internship', and 'On-Campus'. A 'Filters - 1' button and a 'Clear All' link are also present. Below the search bar, a red box highlights the text '1-25 of 116 items'. A 'Relevance' dropdown menu is visible. The job results are listed in a grid format, each with a logo, job title, employer name, employment type, location, and application deadline. A red arrow points to the 'New' label on the first job listing.

Logo	Job Title	Employer	Employment Type	Location	Application Deadline	Additional Info
	Work Study Office Assistant	UNCW Department of Psychology	Part-Time On Campus Student Employment	Wilmington, NC	Apply before Sunday, 9/30	New
	Equipment Tech - Work Study	UNCW College of Arts and Sciences	Part-Time On Campus Student Employment	Wilmington, NC	Apply before Friday, 9/7	
	Front Office - Work Study	UNCW College of Arts and Sciences	Part-Time On Campus Student Employment	Wilmington, NC	Apply before Friday, 9/7	
	Work Study - Organizational Assistant	UNCW Swain Center	Part-Time On Campus Student Employment	Wilmington, NC	Apply before Saturday, 9/15	

On the right side of the interface, there is a 'My Favorite Jobs' section with a count of 0. Below it is a 'Saved Searches' section showing 'work study' as a saved search, with a '+ More Saved Searches' link and a 'Create Search Alert' button.

From here, you can continue to narrow your search by adding additional filters by clicking the blue “Filters” button.

- Some common filters include **on-campus** & **paid roles only**. You can also select the industry, job functions, employer preferences, etc.
- **DO NOT check the Work Study box** – At this time, we are not able to use this filter. Again, the only way to specifically search for a Work Study job is to use the key words “Work Study” in the search bar.
- Once you have applied all of the preferred filters, click on the blue “See Jobs” button on the bottom of the screen.

The screenshot shows a job search interface with the following elements:

- Header:** "Job Search" on the left, and navigation links for "Job Search", "Applications", "Employers", and "On-Campus Interviews" on the right.
- Search Bar:** Contains the text "work study" and a location field for "City, State, or Zip Code".
- Filters:** A row of buttons for "Full-Time Job", "Part-Time", "Internship", "On-Campus", "Filters · 1", and "Clear All".
- Job Type:** A section with buttons for "Internship", "Co-Op", "On-Campus", "Job", and "More". Below these are "Full-Time" and "Part-Time" buttons.
- Employment Type:** A list of checkboxes: "Paid roles only", "Work study", and "Interviewing on campus". A red arrow points to the "Work study" checkbox, which is enclosed in a red box with the text "DO NOT CHECK THIS BOX."
- Employer Preferences:** A section with a checkbox for "All employer preferences match".
- Industry:** A dropdown menu labeled "Add industries...".
- Suggestions:** A row of buttons for "Higher Education", "K-12 Education", "Management Consulting", and "Healthcare".
- Job Function:** A dropdown menu labeled "Add job functions...".
- Footer:** A "Clear" button on the left, "116 jobs found" in the center, and a "See Jobs" button on the right.
- Right Sidebar:** A section titled "My Favorite Jobs" with a "Saved Searches" list containing "work study" and a "Create Search Alert" button.

Once you find a job you would like to apply to:

- Click on the job title and it will bring you to the full job description as seen below.
- Click the green **“Apply”** button on the right of the screen.
- Fill in all necessary information and upload all required documents (resume, cover letter, etc.) and click the green **“Submit Application”** button.

The screenshot shows the Handshake interface for a job listing. At the top, the Handshake logo and navigation menu are visible. The job title is "Front Office - Work Study" at UNCW College of Arts and Sciences. Key details include the location (601 South College Road, Wilmington, NC), employment type (Seasonal Part-Time On Campus Student Employment), pay rate (\$8.00 per hour), and no on-campus interviews. The application deadline is September 7th at 12:00 pm. A red box highlights the green "Apply" button, with a red arrow pointing to it. The "Employer Preferences" section indicates that the user does not match some preferences, specifically School Year (Freshman, Sophomore) and Work Study eligibility. The "Job Description" section provides details on the role's purpose, duties, and qualifications.

handshake Search For You Jobs Events Students Career Center - Carolyn -

CAS Front Office - Work Study
UNCW College of Arts and Sciences

601 South College Road, Wilmington, North Carolina 28403, Unite...
Higher Education

Seasonal Part-Time On Campus Student Employment (8/22/18 - ...
5,000 - 10,000 employees

\$8.00 per hour
No on-campus interviews

Applications close on September 7th at 12:00 pm

Favorite Apply

Your school year does not match what is requested for this job. If this information is incorrect, please update it [here](#).

Job Description

PURPOSE: The front office work study person assists in carrying out tasks which support department administrative needs and course and classroom preparation. Meeting the business needs of staff and faculty is vital to helping the communication studies department pursue its mission to positively impact the students and the community.

POSITION DUTIES AND RESPONSIBILITIES: Assist faculty and staff with daily general office tasks including word processing, photocopying/scanning/faxing, answering phones, digital and hard copy filing as well as special projects like data entry, research, proof reading and event support. Occasionally run errands and/or make deliveries on campus. Maintain recycle bins and dept event board. Great opportunity to gain versatile work experience.

QUALIFICATIONS: Must be self motivated, reliable and dependable, must possess good communication skills. Strong attention to detail is required and discretion is a must to maintain confidentiality of records. Proficiency in Internet search engines.

[See More](#)

Employer Preferences

You don't match some of this employer's preferences

- ✓ Majors
- ✓ GPA
- ✗ School Year
This employer prefers certain school years: Freshman, Sophomore.
- ✗ Work Study
This employer has requested work study eligibility.

Employers are less likely to interview you if your **school year** doesn't match their preferences.

About UNCW College of Arts and Sciences

Headquarters
Website
Division

Favorite

Apply to Handshake



Applying for Director of Marketing requires a resume. Attach it below and get one step closer to your next job!

1. Attach your resume



Resume

[Preview Document](#)



Submit Application

Here are some additional tips when [searching and applying for jobs in Handshake](#):

Save your “work study” job search so you can simply click on the saved search each time you would like to look through Work Study positions.

You can do this by clicking the blue “[Create Search Alert](#)” button on the right of your screen. For step-by-step instructions, watch this [video](#) on how to save a job search.

The screenshot displays the Handshake Job Search interface. At the top, the Handshake logo is on the left, and navigation links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile 'Carolyn' are on the right. Below this is a blue 'Job Search' header with sub-links for 'Job Search', 'Applications', 'Employers', and 'On-Campus Interviews'. The main search area includes a search bar with 'work study' entered, a location field for 'City, State, or Zip Code', and filter buttons for 'Full-Time Job', 'Part-Time', 'Internship', and 'On-Campus'. A 'Filters · 1' button and a 'Clear All' link are also present. Below the filters, it shows '1-25 of 116 items' and a 'Relevance' dropdown menu. The job listings are as follows:

- Work Study Office Assistant**
UNCW Department of Psychology
Part-Time On Campus Student Employment
Wilmington, NC
Apply before Sunday, 9/30
- Equipment Tech - Work Study**
UNCW College of Arts and Sciences
Part-Time On Campus Student Employment
Wilmington, NC
Apply before Friday, 9/7
- Front Office - Work Study**
UNCW College of Arts and Sciences
Part-Time On Campus Student Employment
Wilmington, NC
Apply before Friday, 9/7
- Work Study - Organizational Assistant**
UNCW Swain Center
Part-Time On Campus Student Employment
Wilmington, NC
Apply before Saturday, 9/15

On the right side, there is a 'My Favorite Jobs' section with a notification icon. Below it, a 'Saved Searches' box is highlighted with a red border. It contains the text 'Save this search to get notified when new jobs get added.' and a blue 'Create Search Alert' button.

“Favorite” a Work Study position by clicking on the **star symbol** next to a job. By doing this, you will receive updates on the position, it will be added to your “My Favorite Jobs” box, and it will be featured on your home screen.

The screenshot displays the Handshake job search interface. At the top, the navigation bar includes 'handshake', 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile for 'Carolyn'. The main header is 'Job Search', with sub-navigation for 'Job Search', 'Applications', 'Employers', and 'On-Campus Interviews'. The search area contains a search bar with 'work study' and a location field. Below the search bar are filters for 'Full-Time Job', 'Part-Time', 'Internship', and 'On-Campus', along with a 'Filters - 1' button and a 'Clear All' link. The results section shows '1-25 of 116 items' and a 'Relevance' dropdown. Four job listings are visible:

- Work Study Office Assistant** (UNCW Department of Psychology, Part-Time On Campus Student Employment, Wilmington, NC, Apply before Sunday, 9/30). This listing has a 'New' badge, an 'Apply' button, and a star icon with a red arrow pointing to it.
- Equipment Tech - Work Study** (UNCW College of Arts and Sciences, Part-Time On Campus Student Employment, Wilmington, NC, Apply before Friday, 9/7). This listing has a star icon.
- Front Office - Work Study** (UNCW College of Arts and Sciences, Part-Time On Campus Student Employment, Wilmington, NC, Apply before Friday, 9/7). This listing has a star icon.
- Work Study - Organizational Assistant** (UNCW Swain Center, Part-Time On Campus Student Employment, Wilmington, NC, Apply before Saturday, 9/15). This listing has a star icon.

On the right side, there is a sidebar with a 'My Favorite Jobs' section (highlighted with a red box) containing a star icon and a notification '1'. Below it is a 'Saved Searches' section with 'work study' and a '+ More Saved Searches' link. At the bottom of the sidebar is a 'Create Search Alert' button.

Video Tutorial available here: https://uncw4-my.sharepoint.com/:v:/g/personal/ozunac_uncw_edu/Ee6HggZ4aoBCo26SFMpW0F0B0m5ERh6pZ5K4C RJwBdPzGw?e=XM1JqW