On Campus Employment
What Options Are Available to International Students Seeking Jobs?

- On-campus positions for F1 and J1 students*
  - Student on-campus hourly positions
  - Research assistantship/teaching assistantship

- No work can be done during the hours you are scheduled for class; it cannot interfere with full-time study
F1/J1 Visa Students

- F1/J1 students are **NOT** eligible for FWS Eligible positions (Federal Work Study)

- F1/J1 students must be enrolled full-time:
  - Graduate = 9 credit hours
  - Graduate with assistantship = 6 credit hours
  - Or permission from the ISSC for reduced course load
J1 Visa Students

- J1 degree seeking ASU students require permission from the ISSC
  - Please visit the ISSC once you have received a job offer
  - ISSC must report employment to SEVIS
How Do I Apply For An On-Campus Job?

https://students.asu.edu/employment
On-Campus Employment Search

Job postings close at **3pm** on the day of their close date
What Documents or Information Will I Need to Provide When Applying?

- Biographical information
- Resume
  - Name in (14-16 point font), phone number, email
  - Use a blank word document, limit to 1 page
  - Black and white, one page, easy to read font (10-12 point)
  - Make sure to customize to each specific job
What Documents or Information Will I Need to Provide When Applying?

- Cover letter
  - State the job and where you found the posting
  - Why are you a strong candidate?
  - Why do you want to work in that position?
  - Be specific!
- 3 References
Need Help Crafting Your Cover Letter or Resume?

- Visit Career & Professional Development Services, Fulton, or W.P. Carey Career Career Centers
  - Use Resume Dropbox
  - Rapid Resume Review
  - Log on to Handshake!
    - ASU.JoinHandshake.com
Spring 2018 Career Workshops & Events

• Boost Your Resume Without Work Experience
• Networking Fundamentals
• Discussing Work Authorization With Employers
• Internship and Job Success
• A World of Opportunity: China and India
• Student & Alumni Virtual Networking: China, India, Middle East
• Global Virtual Career Fair
What Can I Expect After Applying?

- Check application portal for status update
- Make sure to check email and voicemail daily
  - You will be invited for an interview through email or phone
  - If no longer interested, be honest and say ‘no thank you’
- No contact within the next 30-60 days
  - Likely the dept. has chosen another candidate
  - Dept. may not ever decline your application; this is normal
- Apply for multiple positions
What Do I need to Give to the ISSC?

- Employer Letter (ask ISSC for letter sample) to request for Social Security Letter
  - You may apply no sooner than 10 days after arrival in the U.S.
- Confirm full-time enrollment
- Completion of SEVIS New Student Check-in through MyASU
What Do I need FROM the ISSC?

- Social Security Recommendation Letter
- Instructions on how to apply for Social Security Number
- Completed Social Security Application
- Continued Attendance I-20 (For transfer students)
ASU Student Employee Responsibilities
How Many Hours Per Week Can I Work?

- Fall and Spring semesters - no more than 20 hours per week
  - If you have more than one employer, no more than 20 hours per week combined.

- During the break - up to 40 hours per week
  - If you have more than one employer, no more than 40 hours per week combined.

- No more than an average of 25 hours per week over a rolling 12 months
  - These limits apply to all jobs combined, including hours associated with stipends paid for services
When Can International Students Begin Working at ASU?

- New and transfer F-1/J-1 international student must:
  - Complete New Student Check-in through MyASU
  - Enroll full-time
  - Complete SEVIS Registration before starting to work on-campus

- Summer on-campus job
  - Must preregistered full-time for Fall semester in order to work during the summer

- J-1 student must receive approval from International Students and Scholars Center or their program sponsors
- International students are only allowed to work on campus in student worker positions until degree completion date
ASU Student Employee Rights
Where Can I Discuss a Complaint or Inappropriate Behavior?

- **Student Staff Supervisor**
  - University student employees should consider first discussing a concern directly with their supervisor. These supervisors are responsible to make a reasonable effort to respond to or resolve the grievance.

- **Departmental Hiring Managers**
  - If you are not satisfied with the resolution from your direct supervisor, you can speak with the hiring official.
  - Hiring officials will render written decisions within seven days after receipt of the specific grievance. Their decision is final.

- **Office of Equity and Inclusion, Human Resources**
  - Grievances based on discrimination or sexual harassment must be submitted to this office
Violence In the Workplace?

ASU is committed to provide a campus environment and workplace that is safe through enforcement of a zero-tolerance policy, free from:

- acts of intimidation
- threats of violence
- bullying
- harassment

If there is a threat of imminent violence, call ASU Police at 911

- Leave the area immediately, document the incident, tell your supervisor and consider filing a report with:
  - The Office of Student Rights and Responsibilities - https://eoss.asu.edu/dos/srr
  - ASU Employee Assistance Office - https://cfo.asu.edu/hr-eao or 480-965-2271
Where Can I Ask Questions About My Work Eligibility?

- International Students and Scholars Center
  - Email: issc@asu.edu
  - Phone: 480-727-4776
  - In person: Student Services Building (SSV) 170
    - Student Services Building (1st floor)
      1151 S. Forest Ave., Tempe, AZ 85287

- Walk-in Advising Hours
  - Monday, Tuesday, Thursday & Friday
  - 9am – 11am & 1pm – 3pm