



# International Student Services

## Search for On-Campus Jobs- Quick Guide

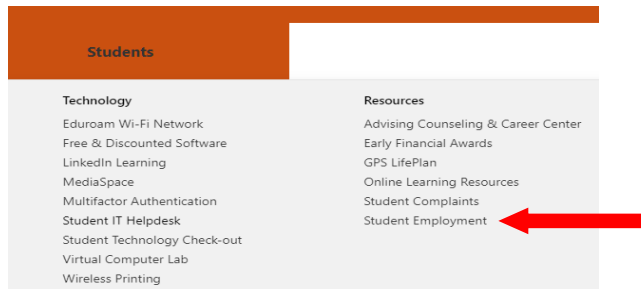
International students are eligible to work on-campus as student workers. However, not all student worker positions are open to international students. Follow the steps below to determine which jobs are open to international students and learn how to apply!

Century College Career Services is available if you need help with your application, resume, or cover letter. Many resources can be found at [www.century.edu/support-services/career-services/students](http://www.century.edu/support-services/career-services/students) or schedule an appointment with a Career Services in [Starfish](#).

### STEP 1: Review Current Job Openings

Go to the “Student Employment” page in myCentury

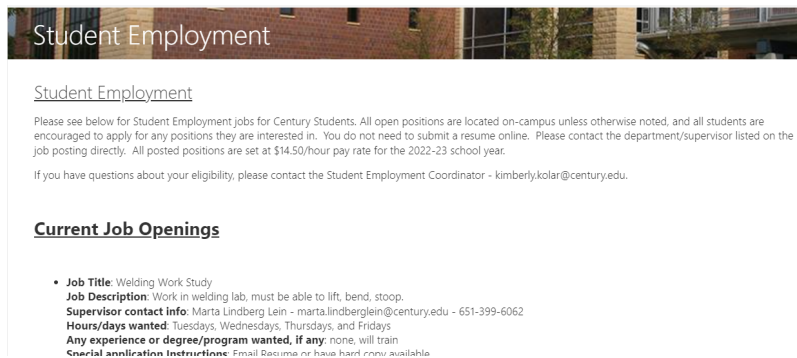
Log in to <https://my.century.edu> using your StarID and password. Then choose “Student Employment” from the “Students” menu.



Or follow this link for direct access: <https://my.century.edu/student/students/SitePages/Student-Employment.aspx>

### Review “Current Job Openings”

Scroll down the page to read each job and its description.



*(continue to page 2 for more information)*


## STEP 2: Determine which jobs are open to International Students

Carefully read the information about each job.

- Some jobs may say that they are open to International Students. Apply to those jobs!
- Some jobs may say they are only open to financial aid eligible students. Since F-1 international students are not eligible for financial aid, you will not be able to apply for those jobs.
- Some jobs may not say if they are open to International Students or not. In that case, please contact the Student Employment Coordinator at [kimberly.kolar@century.edu](mailto:kimberly.kolar@century.edu). She can help you determine which jobs you can apply for.

## STEP 3: Apply for Jobs

When you are ready to apply, follow the instructions in each job posting. Remember, when you contact the supervisor this is the first impression you will make. Practice respectful and clear communication in your emails, phone calls, and conversations.

- **Job Title:** Counseling Marketing and Event Coordinator Work Study  
**Job Description:** Assist the counseling dept with promoting counseling services and events to the Centur  
**Supervisor contact info:**  
**Hours/days wanted:** Flexible daytime hours  
**Any experience or degree/program wanted, if any:** Marketing, Business, Visual Communications exper  
media, desktop publishing and website software. Interest in mental health and creating messages that con  
students.  
**Special application Instructions:** Email supervisor   
**Posting end date:** Sept 1, 2022

Updated 03/06/2023