



International Student Services

Search for On-Campus Jobs- Quick Guide

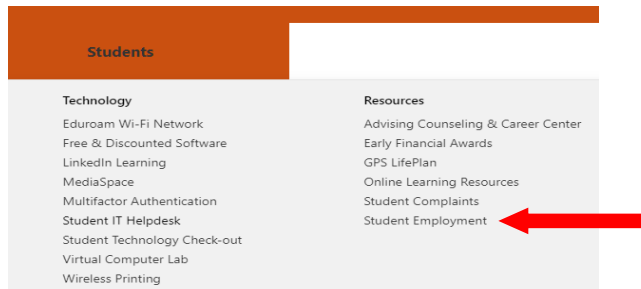
International students are eligible to work on-campus as student workers. However, not all student worker positions are open to international students. Follow the steps below to determine which jobs are open to international students and learn how to apply!

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 or schedule an appointment with a Career Services in [Starfish](#).

STEP 1: Review Current Job Openings

Go to the “Student Employment” page in myCentury

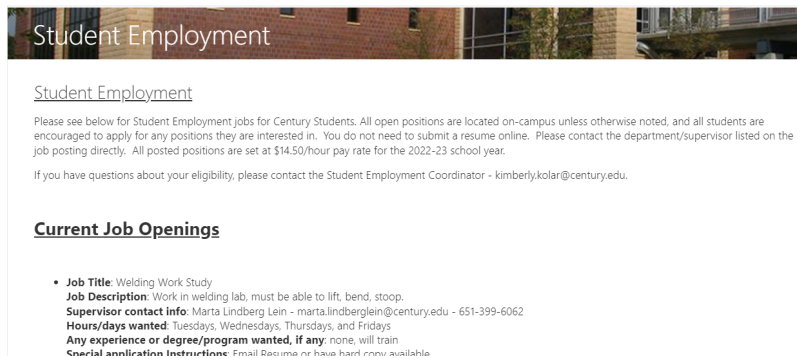
Log in to <https://my.century.edu> using your StarID and password. Then choose “Student Employment” from the “Students” menu.



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: Contact the Supervisor

When you find a job that you are interested in, contact the supervisor to ask if they can hire international students.

Here's an example of an email you can write to the supervisor:

Dear Ms. Xiong,

My name is Peter Salava. I saw your job posting for the Advising Center Office Assistant position. I am very interested in applying. I would like to know if you are able to hire international students who are not eligible for financial aid work-study funding.

Thank you for your time.

Sincerely,


Peter Salava

email@gmail.com

651-867-5309

STEP 3: Apply for Open Jobs

If the supervisor says that the job is open to international students, complete the application process listed in the job posting.

- **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

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