

PART-TIME JOB GUIDE

WHAT'S IN THIS GUIDE?

- How to find part-time jobs on campus at UNCG (Federal and Non-Federal Work Study)
- Guidance on finding part-time jobs near and off campus
- Common seasonal jobs
- Quick tips for interviewing

Working in a part-time job as a student has benefits that go beyond earning money. Building skills such as leadership, time management, multitasking, conflict resolution, and organization are necessary when entering the workforce in any industry. Part-time jobs also allow you to make networking connections and build relationships with people who can become mentors or references for future jobs. Both on-campus and off-campus part-time jobs can offer resume boosting experience!

Career & Professional Development hosts a Part-Time Job Fair each August that includes both on and off campus part-time jobs. Check Handshake for the date and to see which organizations will be attending!

ON-CAMPUS JOBS

Follow these 3 steps to search and apply for part-time on-campus jobs:

Step 1

Upload or create a resume in Vmock, our virtual resume builder. All on campus jobs will require a resume to apply. You must receive at least a score of 65 in Vmock for your resume to be approved in Handshake: go.uncg.edu/vmock

For students are unsure what to include on a resume due to limited experience, things like community service, leadership experience, projects, student clubs and extracurriculars are great things to add.

You may also choose to schedule an in-person or virtual resume review appointment with a career coach in CPD to get your resume approved in Handshake. Appointments can be scheduled through Handshake under the Career Center tab. When logging into Handshake for the first time, use this link: go.uncg.edu/handshake and log in with your UNCG credentials. Do not request a separate account. You receive automatic access to Handshake shortly after officially registering for classes.

Once you have achieved at least a 65 in Vmock or gotten your resume reviewed by CPD, upload your resume to Handshake profile for approval.

Step 2

There are two types of on-campus jobs: Federal Work Study (FWS), and Non-Federal Work Study (Non-FWS). Determine which kind you will be searching for:

Federal Work Study (FWS) is a U.S. financial aid program that helps college students earn money to pay for school through part-time jobs. Federal work study awarding is determined by financial need that is indicated in yearly FAFSA filings by the student and family. If a student is awarded Federal Work Study, they must accept or decline the award in their financial aid package. Students who receive FWS are awarded for the academic year.

Instructions to find whether you have been awarded FWS:

1. Log into UNCGenie with your UNCG credentials: ssb-landing.uncg.edu
2. Click on "Financial Aid Main Menu"
3. Click on the "Offer" tab, you will then scroll through your offer and if eligible for FWS you will see "Options to Pay Net Cost: Federal Work Study"

Some students are waitlisted for FWS and will receive email notification if that is the case. Students must be enrolled in at least 6 credit hours and may work up to 20 hours per week during the fall and spring semesters, never during scheduled class time or over the summer.

Non-Federal Work Study (Non-FWS) Jobs are open to all enrolled students. Housing & Residence Life, Recreation & Wellness, the library, and the Elliott University Center are larger employers of students on campus. As long as an on-campus job is not denoted in Handshake as a Federal Work Study Only position, you may apply. Students can work up to 28 hours per week during the academic year and summer.

International Students can apply only to part-time Non-Federal Work Study on-campus jobs. You must first secure a job offer, apply for your social security number card, and complete an i9 appointment in the Student Employment Office within Career & Professional Development. Visit the CPD website or Global Engagement Office website for additional information.

Step 3

Search and Apply on Handshake for Part-Time Jobs on Campus

- Log into Handshake using your UNCG credentials (do not create an account!)
- IMPORTANT: Remember to have your approved resume uploaded to Handshake before applying to jobs
- Go to the Jobs section, and search "FWS" or Federal Work Study to find FWS jobs
- For Non-FWS, click through the On-Campus filter in Handshake
- Applying does not guarantee you a position. After applying, you may or may not hear back from the department. If you receive an invitation to interview, this will be the next step in the process
- To receive an update on the status of your application, contact the department listed on the job posting
- Different departments may require a cover letter, academic schedule, financial aid award letter, or additional uploaded documents in addition to a resume. Make sure to follow the directions carefully of each individual application. See the CPD website for the cover letter guide for examples

IMPORTANT: If you plan to look for on-campus jobs, you must complete an i9 documentation appointment in the Student Employment Office within Career & Professional Development. This must occur after securing a job offer, but before you begin working. Schedule this appointment under the Career Center tab in Handshake, and plan to bring with you the appropriate required original documents outlined here: uscis.gov/i-9-central/form-i-9-acceptable-documents

OFF-CAMPUS PART-TIME JOBS

While working on campus can be convenient, there are many additional options if you are able to work off campus. The city of Greensboro is more than just a campus; it's a community of people and experiences. When looking for an off-campus part-time location, options may include:

Tate Street (2-5 minute walk from UNCG)

Tate Street Coffee House, East Coast Wings, Sushi Republic, Chipotle, Insomnia Cookies, Coffeeology, Smoothie King, FedEx, Boba Bee, College Mart, Manhattan Pizza

Spring Garden Street (Approx. 10-minute walk from UNCG)

Walgreens, Burger King, First Carolina Deli, Sonic, Sheetz, Spring Garden Bakery

The Greensboro Transit Agency (GTA) has about 17 routes that travel through the most popular streets and areas in Greensboro. Along these routes are retailers, restaurants, and other employers that are accessible through public transit. GTA Operates from 5:00am to 11:30pm Monday through Friday and 6:00am to 10:00pm Saturday and Sunday

GTA Map and Routes Link: greensboro-nc.gov/departments/transit/routes

System Map - The entire GTA bus system: greensboro-nc.gov/home/showpublisheddocument/5554/638442324349870000

Pricing:

- Use your UNCG UMO Code to ride green GTA buses FARE-FREE!
- Without a valid UMO code, one-way fare is \$1.50
- One Day Unlimited Ride Pass Cost:
 - Regular One Day Unlimited Ride Pass \$4
 - Discount One Day Unlimited Ride Pass \$2
- 31-Day Unlimited Ride Pass Cost:
 - Regular 31-Day Unlimited Ride Pass \$58
 - Discount 31-Day Unlimited Ride Pass \$29

Here is a list of the most active routes containing options for part-time employment:

Route 1: Cross Max Purple

Crosses through Bridford Parkway through West Wendover to Huffine Mill Rd.

Costco, Tropical Smoothie Cafe, Ross, Weatherspoon Art Museum, Sheetz, Jack's Diner, Triad Lanes, and countless others

Wendover Village and Wendover Place: armadahoffler.com/properties/wendover-village

Route 2: Four Seasons

Four Seasons Mall down to South Elm Street in downtown Greensboro. The most notable opportunity is the Four Seasons Mall, which has over 140 stores. South Elm has countless bars, restaurants, coffee shops, and corner shops

Four Seasons Town Center: shopfourseasons.com/en/directory

Route 7: Friendly Ave & Route 8: Battleground Ave (Friendly Center)

Runs directly along Friendly Ave and Battleground Ave, making it one of the most accessible job clusters for students. Friendly Center has more than 100 stores including Barnes and Noble, Chick-Fil-A, Moe's, Cold Stone, Belk, Apple, REI, & countless others

Friendly Center: friendlycenter.com

Route 11: Gate City Boulevard (Runs past UNCG)

Gate City Boulevard connects UNCG to major commercial pockets along Gate City Blvd, including campus-area restaurants, Wesley Long Hospital, and the Coliseum retail corridor. Ideal for students seeking food service, retail, and hospital support roles.

Route 12: Elm-Eugene

Elm-Eugene connects downtown to one of South Greensboro's busiest retail corridors. Best for students seeking part-time work in grocery, discount retail, fast food, and service businesses.

Looking for part-time remote jobs?

Common remote search sites: Idealist.org, FlexJobs, WeWorkRemotely, remote.co, justremote.co, Jobspresso, CareerVault

SEASONAL JOBS

Looking for a temporary job for summer or winter break? Here is a list of common seasonal jobs around NC. Note: Availability varies each year. You must search for any apply to seasonal jobs the same way you would apply to any part-time job

- Seasonal Retail Sales Associates for large retailers like Burlington, Target, Walmart, Kohl's, Whole Foods, GAP, Home Depot, Lowe's
- Summer Camp Counselor positions at regional camps, Play Zone, Soccer Shots, Six Flags, Museum of Life & Science, country clubs, CoolWorks, and City departments of Greensboro, High Point, Burlington, Winston-Salem

QUICK INTERVIEW TIPS

Step 1: Clarify Your Why: Before applying, know why you want the role

- What skills do you want to build?
- How does this connect to your major, leadership goals, or career path?
- Tip: Employers want to know your interest beyond earning a paycheck

Step 2: Research the Department or Organization

Before the interview:

- Visit their website to learn about their mission and services
- Prepare 3-4 thoughtful questions about the interviewer's experience or clarifying questions you still have about the role

Step 3: Prepare For Common Interview Questions & Skill Examples

Be ready to speak about:

- Yourself: Your background, current goals, future goals, and strengths and weaknesses
- Examples of times when you had to deal with: conflict resolution, time management, customer service, leadership, and initiative

Step 4: Professional Interview Presence

- Arrive 10 minutes early (or log in early for virtual interviews)
- Dress business casual unless told otherwise, bring copies of your resume and a notepad
- Send a thank-you email within 24 hours to the people who interviewed you

Need additional assistance with preparing for or finding part-time jobs? Schedule a virtual or in-person Part-Time Job Search appointment with a coach in Career & Professional Development through Handshake.

Note: Graduate Assistantship positions are posted in the UNCG HR website, Spartan Talent: spartantalent.uncg.edu under the Graduate Assistants tab