



Career Resources for International Students

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Part-Time Job

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International Students Career Services
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On-campus Part-time Job and Graduate Assistantship

The Differences between a Part-time Job and a Graduate Assistantship

	<i>On-campus Part-time Job</i>	<i>Graduate Assistantship (GA)</i>
<i>Differences</i>	1) Anyone can apply (as long as there are not visa or U.S. citizen restrictions)	1) Only for graduate students
	2) Broader range of choices and opportunities	2) Limited choices and are usually very competitive
	3) May include benefits (ie. Health care). This depends on your position and the company.	3) May include benefits and a tuition waiver
	4) Variety of different jobs	4) Usually two types of GA: Research assistantship and Teaching assistantship

Where you can find a part-time job or assistantship*

1. The most important aspect of any job hunt: Networking
2. Career Centers and Human Resource
3. Job Fairs or approaching the organization
4. Websites
5. Ads

*Assistantship: ***Always***, during the process of applying for graduate school, ask your department first to find out more information on their graduate assistantships requirements. They usually are the ones that handle assistantship assignments.

Basic steps in applying

- 1) Check the application requirements
- 2) Research the position and company
- 3) Write a resume and cover letter
- 4) Prepare for a phone or on-site interview if offered
- 5) Send Thank you letters if interviewing.



Where to find On-campus Part-time Jobs

Part-time job information

Remember that you should contact all potential employers to see if they have any openings. You do not need to wait for a job advertisement! Call or go to the employment place in person to ask if they have openings and they just might! If they do not have any openings ask them if they know of any place you should check out!

Networking

Networking is the best way to find out about job openings. Ask everyone you know: friends, professors, secretaries of your department, classmates, etc. to see if they know of any places that are hiring or you can contact to see if they are hiring. Most people in the U.S. find a job through this method.

Websites to check out

Websites is another good way to find information about job openings. However, just remember that sometimes people do not update as regularly as they should. The best way is still through networking and going to places of employment yourself and asking.

MU Career Center

Student Success Center
882-6801
career@missouri.edu
<http://career.missouri.edu>

The MU Career Center has a part-time job database that is open to all students. Just remember that you can only work for an employer that is associated with MU. Their option of on-campus does not mean they are associated with MU, only which they are within a 5 mile walking distance from campus!

University of Missouri Human Resources

130 Hinkel Building
882-7976
<https://www.missouri.edu/~hrswww/application/>

This is both a full time and part time job listings of all university affiliated employers. You may also visit them at 130 Hinkel to see any other job positions that they may have.

University of Missouri Bookstore, IATS, Memorial Union (Also Brady Commons)

Main Level Brady Commons

<http://www.bookstores.missouri.edu/bookstore/employment/jobs.cfm>

All three employers have openings through Student Auxiliary Services. I would still recommend going to each place to find out about any current position openings that are not listed on their website. You never know!

University of Missouri Libraries

104 Ellis Library

Ellis Library Reference Desk (573) 882-4581

They do not have an application on-line. You do need to go to 104 Ellis Library to fill out a paper application. You will find out about openings when they e-mail or contact you later when one exists.

Dining Services

2nd Floor, Plaza 900

Phone: (573) 882-3663

Susan Dayton: (573) 882-0869

<http://web.missouri.edu/~mufood/employment/partTime.html> (for information)

<http://web.missouri.edu/~mufood/employment.html> (application)

You can submit an application on-line for student employment or contact Susan Dayton for more information on current job openings.

University of Missouri Recreation Center

320 Student Recreation Center

Front Desk (573) 882-2067

<http://www.mizzourec.com/>

In the first week of school for fall semester they will have an orientation meeting that is mandatory for all those who wish to apply for a job position at the recreation center. For more information please contact the recreation center.

University of Missouri Hospitals

One Hospital Drive

Columbia, Missouri 65212

Administration phone (573) 882-4141

<http://www2.muhealth.org/~jobs/>

Please visit their office or look on-line for job information. Also note that this is for both full time and part time jobs and that not all jobs are University affiliated.



Researching a Potential Employer

Online resources for your researching pleasure!

Labor Bureau website listing of companies that have applied for H1-B visas

<http://archive.ficdatacenter.com/caserearch.asp>

A comprehensive, free, and current listing of companies that have applied for H1-B visas. You can search by field, location, and company.

Hoover's Online

<http://www.hoovers.com>

Wonderful company profiles and financial information.

Business Week Online

<http://www.businessweek.com>

Great information under company research tab on the careers drop down menu

Washington Post.com

<http://www.washingtonpost.com/wp-dyn/business/companyresearch/>

Excellent stock information and business news.

Reuters Investor

<http://www.yahoo.investor.reuters.com/home.aspx>

Access financial snapshot and key developments of a company.

The Street.com

<http://www.thestreet.com>

Find archived articles containing information about companies.

Wet Feet

<http://www.wetfeet.com>

Search for company profiles and company interviews by industry.

Vault

<http://www.vault.com>

Search through company profiles, discussion boards, and job postings.

Job search engine for Mizzou grads and undergrads

<http://www.hiremizzougrads.com/>

You can learn more about the different career fairs and career services as well as find job postings on this website. Note: Currently this website will direct business and journalism students to their departments career center placement website.

** Adapted from the MU Career Center Internet Resource Packet