

THE CAREER CENTER

COACHING ♦ RESOURCES ♦ NETWORKING

www.uncp.edu/career ♦ career@uncp.edu ♦ (910) 521-6270

Chavis University Center, Suite 210

UNC PEMBROKE BRAVE OPPORTUNITIES STUDENT GUIDE FOR ON-CAMPUS EMPLOYMENT

These instructions and a direct link to the on-campus student employment system can be found by clicking on the “On-Campus Student Employment “ button on The Career Center Web site at: www.uncp.edu/career.

Graduate students interested in Graduate Assistantships should carefully review information on reverse.

Logging In

- *Existing User:* Log into system using your User Name and your Password.
- *New User:* If you are not an existing user, click on the “Click here to register!” and follow the directions.

New Users – Registering

- Click on the “Click here to register!” link under the login boxes.
- Complete all sections and click on the “Register” button. *Required fields are marked with an asterisk (*). NOTE:* Be sure to complete as much of the profile information as possible to make your application complete. This profile information is what will be submitted to the supervisor for review when you apply for an on-campus position.
- *NOTE:* Student ID Number is your Banner ID Number. This is used only to verify student status.
- Click on the “Submit Profile” button.

NOTE: Once you have submitted your profile, your account will be in pending status. A Career Center administrator will activate your profile. Once your registration is activated, you will receive e-mail notification. If you do not receive e-mail notification within two business days, contact The Career Center.

Searching and Applying for On-Campus Jobs

- Put your cursor over “Jobs” and select “Job Search.”
- Use “Position Type” to search. If you have been awarded Work Study through Financial Aid and you are seeking a Work Study position, then select “On-Campus Work Study Employment” in “Position Type.” If you are seeking a job on campus other than Work Study, select “On-Campus Student Employment” in “Position Type.” International students seeking employment through the Office of International Programs, should select “On-Campus International Student Employment.”
- Click on the Job ID number in the search results to see the specifics of the position and how to apply.
- If you wish to apply for the position through the system click, “Click Here to Apply.” Your profile and any message you include will be referred to the contact person hiring for the position.
- Some positions will require a resume, writing sample, or other document to apply. Check the “Application Instructions” section of the job listing very carefully to apply correctly.

Existing Users – Update Your Profile

- Put your cursor over “My Account” and select “My Profile.”
- You will see sections for Personal Information, Demographic Information, Skills, etc.
- Each section will have an “Edit” link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the “Save” button. *Required fields are marked with an asterisk (*).*

NOTE: You will not be able to apply to jobs until your account is activated. If you have just registered with us, you will receive e-mail notification once your account is activated.

Existing Users – Upload Your Documents

- Put your cursor over “My Account” and select “My Documents.”
- Click on the “Upload File” link and click on “Browse” to find your document.
- Select the correct document and name it (i.e. Marketing Resume or Resume).
- Click the “Upload” button.
- You may have your resume critiqued by The Career Center staff. Make an appointment by calling (910) 521-6270 or leave a copy of your resume at The Career Center (UC Suite 210) to be critiqued.

NOTE: When uploading more than one document, make sure you identify one document as your default document.

Information about Graduate Assistantships

Graduate students at The University of North Carolina at Pembroke have the unique opportunity to work with professionals in a variety of disciplines and assignments through a Graduate Assistantship. In addition to gaining valuable professional experience, participating in stimulating course offerings, and receiving a stipend, graduate assistants are in a position to contribute significantly to their own intellectual development and to the University community as a whole.

General Information:

Subject to the final approval of the Dean of the School of Graduate Studies, the University of North Carolina at Pembroke offers a limited number of graduate assistantship to highly qualified graduate students. Graduate students seeking an assistantship are required to meet these criteria:

- Graduate assistants must be formally accepted into a master's program by the School of Graduate Studies of the University of North Carolina at Pembroke. Special admission, enrichment, and visiting students are not eligible without expressed written permission from the Graduate Dean.
- Graduate assistants are required to be full-time graduate students and carry a minimum of nine (9) graduate credit hours per semester (15 hours for M.S.W. students) to be considered for employment. Graduate assistants in their final semester may request to take a reduced course load, which is subject to approval by the Graduate Dean.
- Graduate assistants must be academically qualified for the proposed assistantship position.
- Continuing students must have at least a 3.0 cumulative GPA.
- Graduate assistantships are generally 20 hour/week assignments during the fall and spring semesters. The contract may be reduced to no less than 10 hours/week.
- Students with an assistantship may not accept any other employment without prior approval of the Department Chair, Program Director, and the Dean of Graduate Studies.
- Graduate assistants must submit all of the required employment paperwork by the specified due dates.
- Graduate assistants must abide by all policies adopted by the UNCP Graduate Council regarding graduate assistants.

Currently, graduate assistantship appointments may provide a stipend of up to a maximum of \$3,000 per semester (maximum of \$6000 per year) for 20 hours of work per week. Payment to graduate assistants are made through the payroll system/Central Payroll of the University with applicable tax deductions. All payments (e.g., tuition, activity fee, health fees) remain the responsibility of the graduate assistant and are due and payable at the beginning of each semester.

If a graduate assistant resigns, is dismissed, or is otherwise unable to work the required number of hours, the stipend will be prorated, based on the amount of time worked. The tuition award (if applicable), will be rescinded. While scholarships and assistantships may be renewed, all appointments end with the close of the spring semester each year. In general, graduate assistants are not offered employment during the summer months.