



Boost your resumé  
by adding work experience  
to your student journey



Gain experience outside  
of the classroom



Build your  
professional network and  
earn a steady paycheck

# Student Employment

## Seek Federal Work-Study and Non-Federal Work-Study opportunities on campus

**Explore exciting on-campus job opportunities through UB's Student Employment Program. Gain valuable work experience while studying, with flexible hours to fit your schedule. Earn money, build skills, and boost your resumé while networking with faculty, staff, and peers to enhance your college experience. Join us and take the first step towards a successful future!**

### Eligibility requirements for student employees

All undergraduate and graduate students enrolled in a degree-seeking program can participate in UB's Student Employment Program. Incoming freshmen and transfer students are not eligible to participate in the Student Employment program until they begin their first semester of enrollment.

All students are limited to working 15 hours per week when classes are in session and 15 hours per week during breaks.

### Find a job that aligns with your needs

A variety of on-campus jobs can be found on Handshake, which can be accessed through the myUB Portal.

Students cannot work in more than one job simultaneously during the semester but can switch positions with a new Work Authorization submission.

Although there are job opportunities throughout the semester, we encourage students to start applying as early as possible, as most opportunities can be found in the beginning of the semester.



## Student Employment



### Student requirements

When you sign a Work Authorization Form you acknowledge your obligation to comply with the regulations and guidelines of University of Bridgeport's Student Employment Program. Among the obligations are the following:

- Students may work when their hiring supervisors have submitted their completed work authorization form to Student Employment and have completed their Paycom Onboarding.
- Students will complete a new work authorization form for each semester and each summer, as the summer terms are considered separate from the fall/spring terms.
- All time worked will be entered into the Paycom system.

### Learn more



Scan the QR code or visit the Student Employment page listed under the Student Services tab within the myUB portal.

