

Start Up Your Future

UNC Asheville
Career Center

Want an ON-CAMPUS job?



The Career Center posts on-campus job opportunities for students on: **RockyLink**

Get Started!

Step 1 Login to **OnePort** & Select **RockyLink** from the Quick Links on the left.

Step 2 Use **Job Search** to browse for on-campus jobs that interest you.

Tip: RockyLink features jobs that are on-campus, off-campus, full-time and part-time. This is also a great resource for finding internships and post-graduation jobs.

Step 3 Read the details of each job posting to learn how to apply.

Tip: Each job requires a separate application & some have different instructions.

Step 4 Follow the application instructions and apply for jobs.

Tip: Getting on-campus jobs is competitive. Consider applying to more than one.

Step 5 Wait for the department to contact you.

Tip: Each department reviews their own applications and conducts their own interviews. This process takes time, so please be patient.

Some jobs require resumes and cover letters. The Career Center can help! Visit <https://career.unca.edu/write-your-resume> to get started.

ALL students may apply for on-campus employment. Federal Work Study jobs are indicated by "FWS" and are reserved for those students approved for Work Study. Questions about eligibility? Visit: financialaid.unca.edu/federal-work-study for more information.

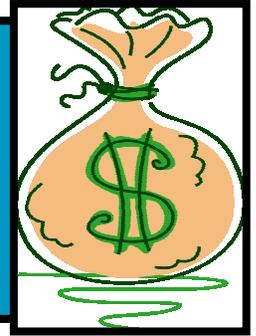
...also consider off-campus jobs! See the reverse side for tips and resources



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Looking for part-time work in Asheville?



Online Resources

RockyLink: The UNC Asheville Career Center posts many part-time opportunities here; login through OnePort & select the link under “Employment.”

Craigslist.org: This easy and free site is popular with companies looking for part-time employees. Please beware of dishonest posts or scams.

Indeed.com: One of the largest national job-search engines. Often lists many Asheville jobs.

Snagajob.com: Job site that focuses on part-time jobs. It has a cool job alert function, too.

The Old Fashioned Way

Ask your friends where they work: Get the inside scoop. Are they hiring? Can they get you in touch with their supervisor?

Drive, ride or walk around town: Identify places that you might want to work. Look for “Help Wanted” signs.

Consider your favorite places: Is there a restaurant you love? Or a coffee shop that you consistently visit? Next time you’re there ask if you can fill out a job application.

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Tips

Dress professionally: First impressions count.

Be nice to everyone you talk to: Whether you are talking to the receptionist or the manager, being polite and gracious can make a big difference. Smile!

Be prepared to sell yourself: Its not uncommon for managers to interview people on the spot.

Consider creating a resume: The Career Center can help <https://career.unca.edu/write-your-resume>. Are you creative, organized, friendly, ambitious? Tell them.

Be prepared for the job application: Most job applications will ask you for specific information. Be prepared to answer the following:

When can you work? How many hours can you work per week?
Names of companies you previously worked for. Names of previous supervisors. Phone numbers for previous jobs. Names and phone numbers for references. (*References are people who can speak highly of your character and work ethic.*)

Follow up: A friendly phone call or email can go a long way. “I’m excited about the possibility to work for your company, so I wanted to check on the status of my job application.”