



STUDENT EMPLOYMENT

HANDSHAKE STUDENT FACING GUIDE: FINDING JOBS USING HANDSHAKE

Handshake is a platform that connects talented Mavericks with internships, jobs, and career opportunities. Use Handshake to find workshops, events, and other career development programs hosted by the UTA Career Development Center.

Step 1: Log in to Handshake

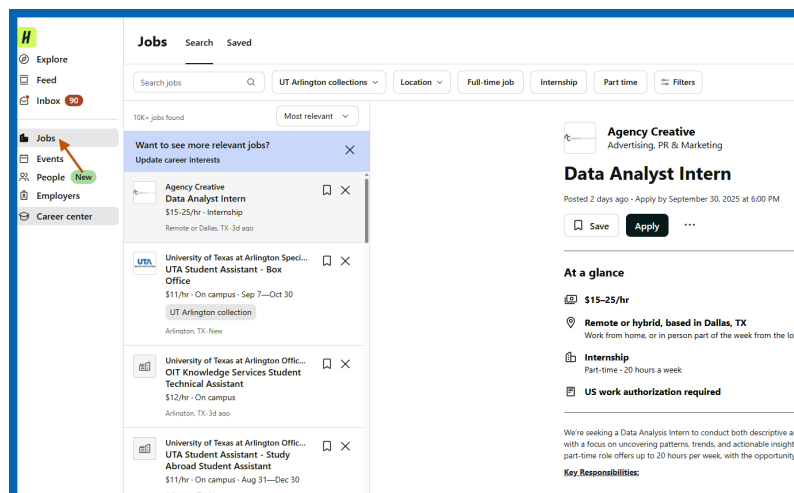
Go to uta.joinhandshake.com and sign in with your UTA NetID and password.

Tip: Make sure your profile is at least 80% complete to get better job recommendations.



Step 2: Search for On-Campus Jobs

- From the main menu, click **Jobs** → **Filters** → **On Campus Student** Employment.
- This will limit your results to positions offered directly by UTA departments.



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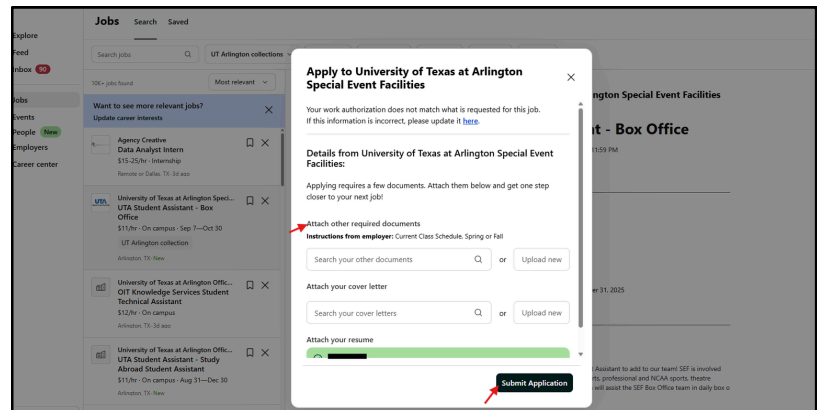
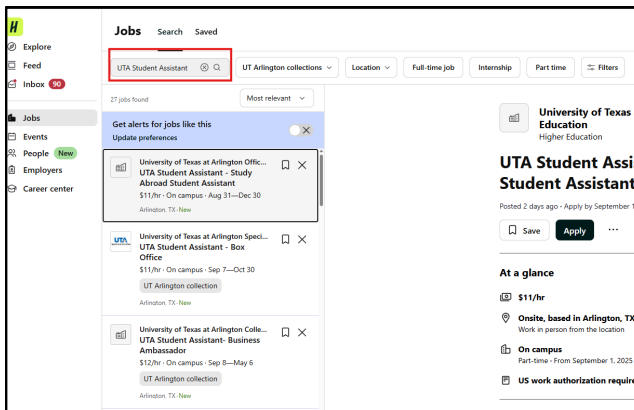
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Step 3: Personalize Your Search

To improve your results, use a combination of filters and keywords based on the type of job you want. For example:

- Keywords like “**UTA Student Assistant**” or “**UTA Student Associate**”
- **Note:** you will only be able to search for and view work-study jobs if you have been awarded and accepted your work-study award – this can be done through your MyMav Account*
- International Students are not eligible for work-study.

This helps tailor job listings to match your interests and eligibility.

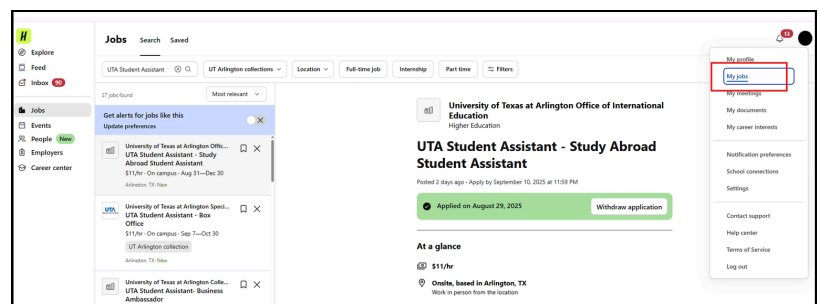


Step 4: Apply

Click on a job listing to review details, upload the required documents, and select Apply.

After applying, you can track your application right inside Handshake:

- Go to your profile on the right.
- Select “My jobs” to view its status (Submitted, Reviewed, Interview, Hired, or Declined).
- You’ll also continue to see the job posting even after applying, so you can revisit the description or employer details.



Employer	Title	Location	Applied	Status
University of Texas at Arlington Enrollment Management Higher Education	UTA Undergraduate Student Assistant	Onsite, based in Arlington, TX	Applied	Reviewed
The University of Texas at Arlington - Global Education Outreach & Extended Studies Higher Education	UTA Office Assistant	Onsite, based in Arlington, TX	Applied	Reviewed
The University of Texas at Arlington - Libraries Higher Education	UTA Social Media Student Assistant Creative Spaces & Services	Onsite, based in Arlington, TX	Applied	Reviewed

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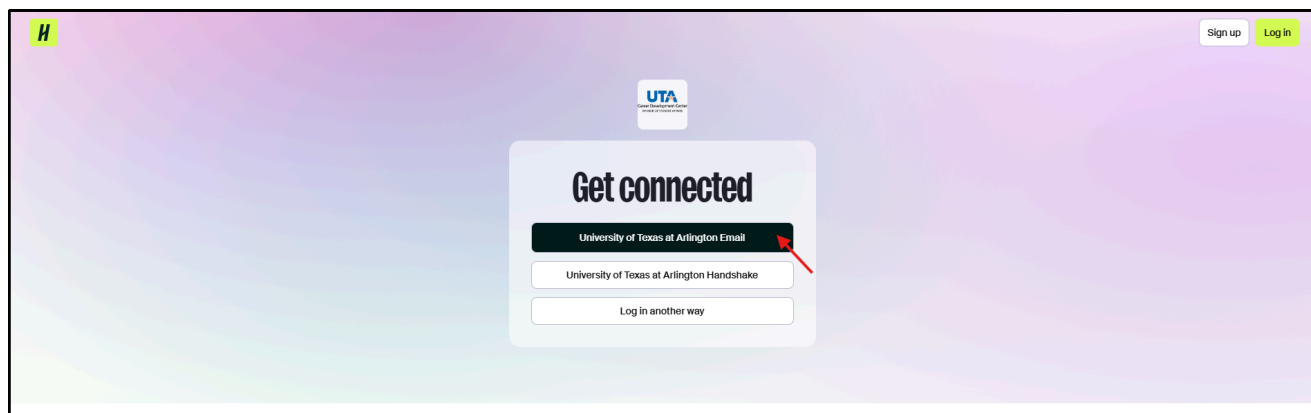
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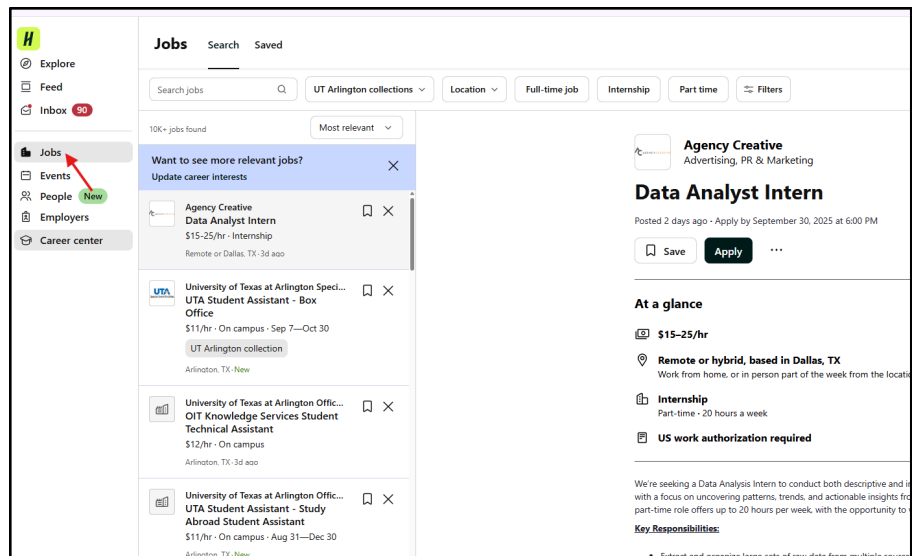
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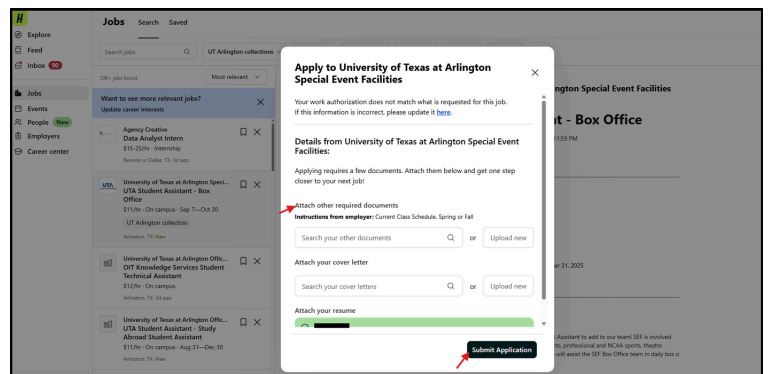
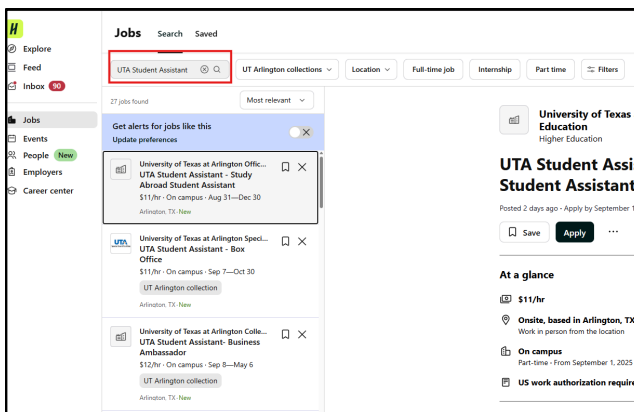
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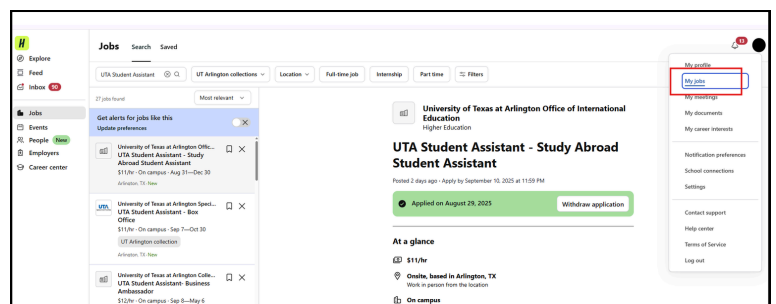


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