

On-Campus Part Time Employment

University Center Student Employment

The University Center (UC) hires approximately 40 students, based mainly through a Federal Work Study award. Positions in which students work involve the Sweet Shop, Post Office, Central Ticket Office, Ucopy, Administrative Offices, and the UC Down Under. All resumes must be submitted online, and all applications only become available on the website when a job opportunity is available. You can follow the job postings from the UC on Facebook, Twitter, or on the UC listserv.

The link to the application website: universitycenter.utk.edu/studentemployment/

University of Tennessee Dining

The University of Tennessee dining is the #1 employer of Students. They offer part-time jobs, internships, and full-time jobs in all UT food locations, including Grab-n-Go, Dining halls, P.O.D markets, etc. All applications and available positions are posted in the UT dining website.

The link to the application website: www.utdining.com

Hodges Library

All positions that are available are shown on the website, and instructions for applying can also be found on the website.

The link to application website: www.lib.utk.edu/employment/vacancies

RecSports

The RecSports department is always in search of qualified people to staff a wide variety of positions. From the part-time student assistant and graduate student to the full-time professional facilitator, the RecSports department may have the position you are in search of. Applications will be kept on file until the end of the semester in which you applied.

The link to application website: <http://recsports.utk.edu/Employment/>

Student Success Center

Consider becoming a tutor and working at the SSC. Check their website to see if they are accepting applications for new tutors.

The link to application website: <http://studentsuccess.utk.edu/support/tutoring/jobdescript.shtml>

OIT Support

The Office of Information Technology is always looking for technologically savvy and interested students.

The link to application website: <https://oit.utk.edu/employment/Pages/default.aspx>

Disability Services

Note taking assistance is provided to a student whose documented disability negates or interferes with their ability to take notes. This assistance is provided to the student for their personal study and should not be shared with other students. ODS will pay at a rate of \$8.50/HR.

If you are a good student that consistently takes high quality, complete and legible notes, please contact odsnotetaking@utk.edu, as soon as possible to express interest in one or more of the opportunities listed below. We are hiring Note Takers on a daily basis and encourage your quick response.

The link to application website: <http://ods.utk.edu/notetakers/index.php>

Work Study

Check to see if you qualify for Federal Work Study. Various buildings around campus hire Work Study Students.

The link to application website: <http://onestop.utk.edu/your-money/covering-costs/work-study/>

UT Housing

Office Assistant (OA): The Office Assistant performs a variety of clerical and receptionist duties related to the administrative operations of the residence halls M-F between 8am and 5pm. As a student who has completed at least one academic semester of school at UT, the OA understands the interworkings of the residence halls and can effectively answer student concerns and questions.

Late Night Office Assistant (LNOA): The Late Night Office Assistant performs a variety of receptionist duties related to the front desk operations of the residence halls. The Late Night Office Assistant works flexible shift hours between 12am and 8am to maintain the security and customer service operations of the hall.

Post Office Assistant : The Post Office Assistant performs a variety of postal duties in the residence hall post office, including sorting and forwarding mail and logging packages. The Post Office Assistant must be able to sort and place mail by 2pm to adhere to federal guidelines.

The link to application website: <http://uthousing.utk.edu/tnliving/work/index.shtml>

Career Services

Peer Career Advisors are trained and supervised paraprofessionals who provide career assistance to other students through UT Career Services. Responsibilities of Peer Career Advisors include critiquing resumes, assisting students with the use of the Career Exploration Center, job search strategies, interview skills, and promoting UT Career Services. Hiring takes place each fall.

Come into Career Services for an application or go online. Due November 1st

Information Session Oct. 23, 2013 4-5PM in Career Services

The link to application website: <http://career.utk.edu/about/peer-career-advisors/>

The Daily Beacon

There are numerous opportunities for getting involved with The Daily Beacon, the campus newspaper serving the University of Tennessee Knoxville campus and surrounding community. The paper is editorially independent and is entirely student written, produced and managed.

The link to application website: <http://utdailybeacon.com/staff/positions/>

UT Bookstore

Go into the Bookstore to apply for a position

Other than these specific websites, you should check postings on Hire-A-Vol, the Classifieds section in The Daily Beacon, and the Part-Time Job Board, behind the front desk, in Career Services.

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● **Tip: Online applications can be hard to sort through. If you see a posting** ●
● **around campus saying that a business is hiring, or you just really want a** ●
● **specific position, you should take a resume into the location and ask to** ●
● **speak with a manager in order to make an impression.** ●
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