

Search and Apply for Jobs

(For Students)

1) Home Page > click on **Applicants & Student Employees**



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Welcome to UTRGV's Student Employment Portal

Applicants & Student Employees

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets

Non-Student Applicants

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.

On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Manage timesheets
- Employment guidelines and required documents.

Off-Campus Employers

- Create and post jobs
- Review applications
- Non-profit community service agencies may submit an "Interest Form" to participate in UTRGV Work Study Program

2) Click on **Looking for a job**



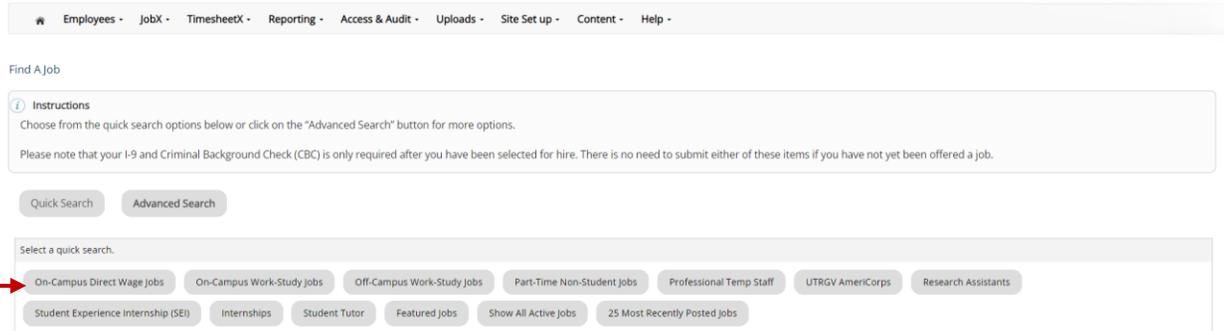
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 **Applicants & Student Employees**
Search for a job or sign up for e-mail notifications about positions that interest you. Enter time and submit your timesheets!

Information About Us Welcome! Learn about Student Employment at UTRGV by clicking the link above. Eligibility, qualifications, and options for student employment Click the above link to learn more about employment eligibility, qualifications, and options for student employment. Hiring Process To learn more about the hiring process at UTRGV, please click the link above to review our pdf on hiring. Looking for a Job? ← Conduct either quick or advanced searches for available jobs. Submit an online job application. Already Applied? Click here to review your recently applied jobs, update your JobMail Subscription, and access your timesheet.	Onboarding Criminal Background Check (CBC) Click the link above to complete your criminal background check. I-9 Verification Step 1: Complete the application. Step 2: Present original and unexpired documents for I-9 Employment Eligibility Verification purposes to the Office of Human Resources. (Campus Map). Acceptable Documents for I-9 Biographical Form (Link) – only if new hire with UTRGV Forms Click here to review the forms and information required to begin work.	Additional Links FAQs Work Study Information Tutorials/ Guides Guides and Resources UTRGV JobX Student Training Video UTRGV Manage JobMail Be the first to know when jobs matching your criteria become available.
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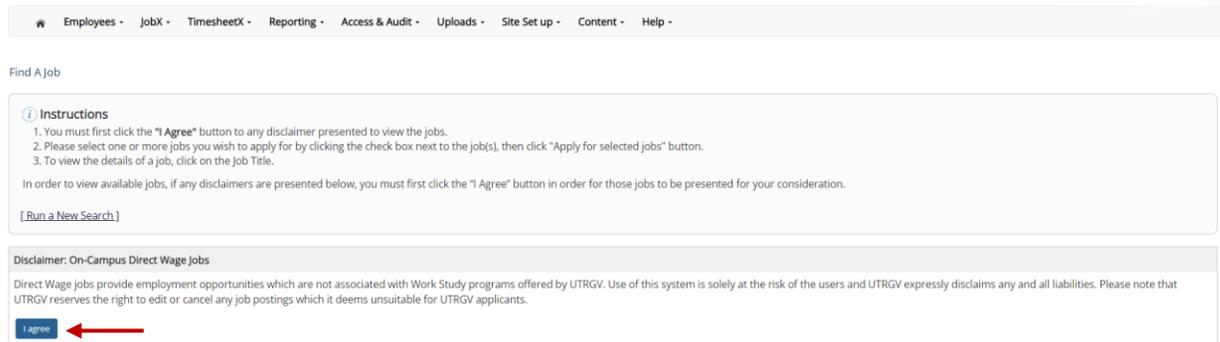
3) Click on **On-Campus Direct Wage Jobs**

Note: *Advanced Search is an option if you want to search by job title or job ID.*



4) Review and accept the disclaimer for On-Campus Direct Wage Jobs

Note: *There are different job titles that you can apply to as a student, such as Work Study, Student Experience Internship and UG Research Assistant. Depending on the job title, you will need to acknowledge and ensure you meet requirements for that specific title.*



5) Review job postings available for the selected title (On-Campus Direct Wage Jobs). To review one job at a time, click on job posting title (Example: DW Student Assistant)

The University of Texas
Rio Grande Valley

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Find A Job

Instructions

1. You must first click the "I Agree" button to any disclaimer presented to view the jobs.
2. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
3. To view the details of a job, click on the Job Title.

[Run a New Search]

Apply for selected jobs

On-Campus Direct Wage Jobs

Jobs found: 25

Show: AB results per page Refresh

DW Student Assistant (Spring 2024)	Employer: University Top Level		
<input type="checkbox"/> UTRGV	Wage: \$12.00/hr Openings: 100 Listed: 02/05/2024	Hours: 12 to 19 hours / week Location: Brownsville	Category: Generic Job Postings Job Type: On-Campus Direct Wage Jobs

6) Review the job posting > If you would like to apply, click on **Click here to apply for this job**

Job Details

DW Student Assistant (Spring 2024)	
Click here to apply for this job	
Job ID	4704
Job Type	On-Campus Direct Wage Jobs
Employer	University Top Level
Date Posted	Feb 05, 2024
Category	Generic Job Postings
Job Scope	Assists the department in duties related to the scope of the office.
Job Location	UTRGV - campus location
Campus Building	
Room Number	
Job Description	May provide support to faculty and staff and perform basic duties as assigned. May assist with basic administrative functions of an office. May assist with tasks specific to the hiring department based on instructions from the supervisor.
Job Requirements	Current UTRGV student; actively enrolled in a degree granting program.

7) Fill out the job application > click **Submit**



Apply To Job

Instructions
Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.
Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

By submitting the application below, you will be applying for the following jobs:

DW Student Assistant (Spring 2024) - University Top Level

General

IMPORTANT NOTE: All candidates for employment at UTRGV are responsible for providing complete and accurate information on all pre-employment documents. Any inaccuracies on the application or any related form(s) related to the recruitment and hiring process, including background checks, may disqualify you from employment.

Demographic Information

The University of Texas Rio Grande Valley (UTRGV) is an Equal Opportunity/Affirmative Action Employer. As such, UTRGV is required to compile certain demographic statistics from our applicants which is used to monitor the University's Affirmative Action and Equal Opportunity programs as required by EEOC, Office of Civil Rights, U.S. Department of Education, U.S. Department of Labor, and the Office of Federal Contract Compliance Programs. **Completion of this form is voluntary. Submitted data will be kept confidential, will not be a part of your application, and will not be used in any way in determining your employment.**

UTRGV does not discriminate on the basis of race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression in any of its programs, services and/or activities. Our University promotes equal opportunity for women, minorities, veterans, and persons with disabilities through its affirmative action program.

For the application process please proceed to the Demographic Information form, review and answer the questions you desire, and then **submit the form** to notify the UTRGV that you have reviewed this form.

If you have completed this previously through the application or hiring process, you may skip completing the form again and select yes to the question below.

[Click Here to Access the Demographic Information - Student Form](#)

Did you review and submit the Demographic Information form above? *

Disclaimer

By clicking agree, you acknowledge the following:

- you are a current student at UTRGV and are enrolled in at least 6 credit hours (each Fall and Spring);
- the application and all submitted documents are representative of your (the applicant's) qualifications and are true to the best of your knowledge;
- during the academic year while classes are in session, you will not work more than a total of 19 hours per week in your position;
- students may not hold an additional assignment under an exempt position;
- this position may require additional information and approval;
- a false statement or omission of information may disqualify you from being hired or may result in your loss of employment;
- supervisors will review applications and hire students according to UTRGV and department policy;
- the final hiring decision will be made by the supervisor of the department with approval from the Student Employment Office, and in all facets of your role as a student employee, you will be expected to follow all University and departmental policies and procedures.

By selecting I agree, you acknowledge the above statement. *

←

8) To apply for multiple jobs at the same time, click on the **blank square** under the job title > click **Apply for selected jobs**



Find A Job

Instructions

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[\[Run a New Search\]](#)

Apply for selected jobs ←

On-Campus Direct Wage Jobs

Jobs found: 24

Show All results per page Refresh

DW Student Assistant (Spring 2024)			Employer: University Top Level
	Wage: \$12.00/hr Openings: 100 Listed: 02/05/2024	Hours: 12 to 19 hours / week Location: Brownsville	Category: Generic Job Postings Job Type: On-Campus Direct Wage Jobs

DW Student Academic Tutor (Spring 2024)			Employer: University Top Level
	Wage: \$12.00/hr Openings: 100 Listed: 02/05/2024	Hours: 12 to 19 hours / week Location: Brownsville	Category: Tutor Job Type: On-Campus Direct Wage Jobs

9) Fill out the **job application** > click **Submit**



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Please select ▾

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* Please select ▾

Submit ←

For more information or assistance, please contact studentemployment@utrgv.edu