

On-campus job search tips for International Students

While on-campus employment is very competitive and not guaranteed, the staff in the Smith Career Center (SCC) can help you.

Bradley University on-campus jobs are decentralized. Some, but not all, jobs are posted through the Smith Career Center's online job database, Bradley netWORK. Although we do not have a master list of all jobs available on campus, we do have resources available to assist students in this process.

The following steps may be beneficial in obtaining part-time employment on Bradley University's campus:

- Create or update your resume. Career Advisors are available to review your resume in person, or you are welcome to visit an undergraduate, Career Peer Advisor during recurring "walk-in" hours. Please contact the Smith Career Center at (309) 677-2510 or stop by our office for the most up to date "walk-in" hours' schedule.
- Familiarize yourself with Bradley netWORK. Bradley netWORK is the Smith Career Center's online job database. While it does not have an exhaustive list of employment opportunities on campus, it is a great place to start looking.
- Ask faculty, academic advisors, and classmates if they know anyone who is looking to hire a student. Many jobs are found through networking and this method could help you to learn of available positions.
- Complete applications in various departments on campus; follow-up 1-2 weeks later to confirm your application was received. If there are no current openings, ask if they can keep your application on file.
- Meet with a Career Advisor to discuss your on-campus employment search. Career Advisors can share additional information regarding Bradley netWORK and can review your resume.

Additional Items to Note:

- On-campus employment is any on-campus job where your paycheck is issued through Bradley University's student payroll.
- On-campus employment is not guaranteed, and may be difficult to find, particularly in your first semester on campus. If you are unable to find on-campus employment, it is an opportunity to give full attention to the academic requirements of your courses.
- Only those who have a job or a graduate assistantship will need to apply for a Social Security Number. The Social Security Number is a tax ID number and is not needed to open a bank account, rent an apartment, or get a driver's license.

If you were admitted 'Unconditionally' to the Graduate School and had a 3.0 GPA or higher at the time of admission, please consider applying for a Graduate Assistantship. Additional information can be found on the Bradley University Graduate School website.

When considering employment, it is always important to follow your Visa guidelines. Please contact The Office of International Student and Scholar Services to follow the established procedures to remain 'in status' with regards to working while on a student visa. The office is located in Bradley Hall and can be contacted at (309) 677-3980.