

Phoenix Recruitment Online

www.myinterfase.com/uwgb/student/

How to Log In:

Username: uwgb_#####

(Last 9 Digits of your Campus ID)

Password: DD/MM/YY (Your Birthday)

When You First Log In:

- 1) Review the information in your profile
- 2) Change your password
- 3) Upload a resume, cover letter, and/or reference page

How to Search:

- Select JOBS→CURRENT JOBS & INTERNSHIPS
- Select a POSITION TYPE

(To select more than one option, hold CTRL)

Choose from: *On Campus Work Study*,
Off Campus Work Study, *On Campus Non Work Study*, OR *Off Campus non Work Study*

- Hit SEARCH



**UWGB's Online Search Engine
for Student Jobs!**

Hints on How to Search for a Job....

- Search using PRO by “position type”
- Follow the “how to apply” instructions exactly from the posting
- Call specific departments you are interested in to see if they are hiring
- Visit the Student Employment Office

Other Helpful Tips....

- Edit your Resume and Cover Letter for each position you're applying to
- Include a copy of your class schedule with your application OR bring it with you to the interview
- Practice basic interview questions with friends or family
- Dress professionally for the interview
- Have a few questions to ask about the job, office, or duties required of you

Questions? Need Help?

Contact Student Employment at
studentemployment@uwgb.edu
Or 920-465-2556



UNIVERSITY of WISCONSIN
GREEN BAY

Financial Aid and Student Employment
2420 Nicolet Drive, Green Bay, WI 54311
920-465-2075

- Phoenix Recruitment Online
- Federal Work Study Information
- Position Types On and Off Campus
 - Helpful Tips

Student Employment at UW-Green Bay...

Student Employment

- Average wage is **\$8.49/hr**
- Average hours worked **8.5/per week**
- In 2010-2011 there were **696 Student Employees** and **928 different jobs** held by UWGB students on campus

What is Work Study?

- A need based form of Federal Financial Aid that does not need to be paid back
- Must file a FASFA and answer YES to the questions regarding Work Study to be considered

How Does it Work?

- Students earn the award amount through part-time employment
- The money is earned gradually throughout the year and can be used to help pay education expenses
- Work Study is **NOT** applied to your tuition and fees like other Financial Aid
- Students must secure employment either on or off campus in order to earn the Work Study Award

Work Study Employment

Off Campus Work Study:

- Positions **require** a student to be awarded Federal Work Study with their Aid Package
- Students are paid bi-weekly from UWGB
- Hours are scheduled by off campus supervisor and will not exceed 20 hours a week.
- Off campus agencies work around class schedules

Offer community service positions off campus for:

- Public Schools
- Community Centers
- Wildlife Sanctuaries
- Public Television Networks
- Rehab Centers and Many More!

On Campus Work Study:

All departments on campus can utilize the Work Study Program. These positions can be found by searching the “on campus work study” position type in PRO.

These departments provide:

- Flexible hours between 10-20 a week
- Bi-weekly paycheck from UWGB
- An opportunity to serve a different role at UWGB

Regular Employment

On Campus Non Work Study:

Other departments hire regardless of a Work Study Award. The two largest are:

- Kress Events Center
- University Union and many others!

These departments provide:

- Flexible hours between 10-20/week
- Bi-weekly paycheck from UWGB

Off Campus Non Work Study:

These are regular employment positions located off campus.

These include positions like:

- Private Family Employment
- Retail Sales
- Food/Service Industry
- Marketing/Promotions
- and much more!
- Hours are scheduled by off campus supervisor and cannot be monitored by UWGB
- Paid directly by employer, according to their pay schedule
- Wages vary