How can The University Career Center Help International Students?

♦ Career Development Workshops: What can I do with my major, US Job Search 101 for International Students, Meet with Immigration Attorney, Group Mock Interview, etc.
♦ Resume and Cover Letter Review, Job Search and Interview Skills, Researching Employers
♦ On-campus Recruiting/ Interview; Career Fairs every semester
♦ Individual appointments with career counselors
♦ Free Career Assessments: Assist you in the process of choosing a major and career fields
♦ RowdyJobs: online database of hundreds of jobs, register for career events and workshops, sign up for interviews

ON-CAMPUS JOBS For International Students (Non-Work Study Jobs)

✓ Check with the Office of International Programs for your visa employment eligibility
✓ Check the UTSA RowdyJobs (www.utsa.edu/careercenter)

OR
✓ Check with the following on-campus vendors and departments as directed below:

Aramark - Handles hiring for all campus food service operations. For available positions, you can call (210) 458-4209.

UTSA Bookstore - Apply in person at the bookstore located on the first floor of the University Center Expansion, (210) 458-4220. The downtown bookstore is located at BV 1.342, (210) 458-2865.

Wellness and Recreation - Information on available positions as well as applications are available at: http://www.utsa.edu/recreation/jobs.cfm, or call (210) 458-7575.

Child Development Center – For information about available openings call (210)-458-6364, or visit http://www.utsa.edu/cdc/jobs.html

Office of P-20 Initiatives – Located at the downtown campus in BV 2.308, this office is looking for tutors. Contact Ricardo Gonzalez or Roseanne San Martin at (210) 458-2769.

UTSA Student Computing Services– For information about possible openings call: MS Lab (210) 458-4557, BB Lab (210) 458-7646 or FS Lab (210) 458-2725.

Tomas Rivera Center – Hires tutors and Supplemental Instructors. For information about hiring call (210) 458-4694.
Internships For International Students

For an F-1 Visa holder to accept an internship and to work off-campus or exceed 20 hours/week, the internship must be REQUIRED in the course curriculum and you must qualify for Curricular Practical Training (CPT).

Not familiar with CPT? Visit the Office of International Programs (OIP) or go to their website: http://www.utsa.edu/intprograms/OIPWeb/immigrationAdvising.html and click on Curricular Practical Training. All other visa types, please visit the OIP to see if your visa allows you to work in the U.S.

To verify that your degree REQUIRES an internship meet with your academic advisor prior to pursuing an internship or seeing a career counselor.

If you do not qualify for CPT, you may still use Optional Practical Training (OPT). Talk to your International Student Advisor in MB 1.210 for more information on this alternative.

How To Register in RowdyJobs

To register in RowdyJobs, you must be a currently enrolled UTSA student or an alumnus. If you are already registered with the University Career Center in RowdyJobs, log in with your User ID (Banner ID—ex:@12345678) and password.

If you are new to our system, use these instructions:

♦ Log on to the University Career Center website at http://www.utsa.edu/careercenter
♦ Click on “RowdyJobs” button on the top toolbar
♦ Click on the “Students” button
♦ Sign up using your Banner ID and date of birth as instructed
♦ Follow the on-screen instructions to complete your student profile. Be sure to complete all of the following sections of the registration information: (all RED STARS are required fields)
  ✓ Personal Information
  ✓ Demographic Information
  ✓ Additional Information (Select “Yes” if you want employers to view your information)  
    ➢ By selecting “Subscribe”, you will be sent information via e-mail about all of our career events, including upcoming workshops, career fairs, and information sessions that are offered each semester).

♦ Click the “Submit Profile” button
♦ If you have difficulty registering, contact the University Career Center by e-mailing careerservices@utsa.edu or calling (210) 458-4589.