Steps to Finding a Campus Job

Step One. Apply for Federal financial assistance. We recommend that all UNA students interested in campus employment file the Free Application for Federal Student Aid online at www.fafsa.gov

If you are eligible for Federal Work Study, you will receive a notification through your UNA Portal. Even if you do not receive a Federal Work Study award, you may be able to work as a University Work Study employee.

Step Two. Review the "On-Campus and Off Campus Job Listings" on the web by visiting http://career.una.edu/ Click on "LionJobs" to register and search for positions. All students must have an "approved" resume in LionJobs before to apply for available positions.

Step Three. After selecting the departments of interest to you, apply using the method requested on the posting (phone, email, send resume, etc.). Students are encouraged to apply for more than one position in order to increase the chance of obtaining a job. Students are also encouraged to follow up with the hiring department by email or phone.

Step Four. If you are offered the position and have not worked on campus before, you will need to complete New

Other Facts