

# MARIST

## Campus Employment Information – International Students

**International students may only work on campus during your first two semesters** due to the conditions of your F-1 VISA. Jobs outside of Marist are prohibited by your VISA at this time, due to United States government regulations.

**Jobs on campus are competitive.** Most students will not get a job on campus. Do not plan on a campus job to help you pay your living expenses. If you secure a job you will be expected to attend all training and each shift you are scheduled to work. Students who do not fulfill their obligations may lose their positions. Be responsible and fulfill your work obligations to keep the job.

### Finding available jobs

Jobs are posted on Marist's Handshake account. <https://marist.joinhandshake.com/login>

### If you get an interview

Dress in business casual attire - no suits are needed but do not wear jeans or shorts. Go by yourself. Do not bring friends. All departments will require you to apply through Handshake.

### Department that hire student workers:

- Gourmet Dining – Murray Student Center, 2nd floor
- Marist Institute of Public Opinion (MIPO – Our nationally quoted survey and research division)
- Hancock Center, Room 3030
- Library – Cannavino Library
- Athletics – McCann Athletic Building
- Enrollment Services (Document and Communication Department) Lowell Thomas, room 120
- Undergraduate Admission - Rotunda building, main floor  
(Graduate Admission does not hire any student workers.)
- Information Technology, Donnelly Hall, lower level
- Digital Education, Donnelly Hall
- Help Desk – Donnelly Hall, upper level
- Bookstore – Rotunda, ground floor

### Professors on campus do research in their field.

You can look up professors on Marist's web site and discover what research they are doing.

<https://www.marist.edu/computer-science-math/faculty> Scroll to the bottom of the page for a research link. If you have interest in the field of research, contact the professor and ask if they have any research

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positions available. A very small number of paid positions may be available. Additional unpaid positions may be available – which can help you build your knowledge and skills and can improve your resume.

Working CPT (Curricular practical training or Internship) during your education

Marist is actively working to acquire names of companies who may provide CPT and OPT opportunities for our students. More information about this will be available after the semester begins.

If you are doing an internship (CPT) you cannot also be working in campus employment, unless the total of both jobs is 20 hours or less. CPT is available starting in your second year, per government regulations.

**If you are offered a job**

- Get an offer letter from the hiring manager.
- Take the offer letter to International Student Services, Library room 337
- Work with ISS to secure a Social Security Number.
- Follow ISS instructions to make yourself eligible to start working.