

FAQ's

Q: Where can I search for on-campus student jobs?

A: You can search for on-campus student jobs by visiting <https://my.fresnostate.edu> and selecting the blue quick link on the left hand side called "HireFresnoState" on the My Menu page.

Q: How do I apply to an on-campus student position?

A: Once you have created a profile and uploaded your resume in HireFresnoState, you can begin your search for on campus jobs by selecting Job Search on the left side on the dashboard. You can narrow your search for on campus jobs under "Job Type" at the top by selecting "On campus Student Assistant", &/or "On campus Work Study" and "On campus (Auxiliary)". Be sure to select the Apply button at the bottom to save your criteria. When you see a student position you are interested in, carefully read through the posting including the "Application Instructions" section for instructions on how to apply. If the position is accepting online applications, select the link at the bottom of the page that says "Apply Now". If the position is not accepting online applications, follow the instructions as indicated in the "Application Instructions" section.

Q: I submitted my resume to a job posting on HireFresnoState. I now realize that I left out a part in my resume. What do I do?

A: Since you have already submitted the resume, you will be unable to make changes to that resume. You will need to email the contact person listed in the "Contact Information" section of the posting to see if they will accept an email copy of your resume.

Q: I qualify for Federal Work Study; are there still jobs I can apply for?

A: Yes, there are a number of different jobs on campus that include both Non-Federal Work-Study and Federal Work-Study opportunities. The job posting will indicate if the job is open to ALL eligible students or only open to students qualifying for the Federal Work-Study program.

Q: If I get a job during the academic school year, can I work 40 hours a week?

A: You are limited to a maximum of 20 hours per week as a student employee. The 20 hour maximum applies to the following eligible students:

- Undergraduate students enrolled in 6 credit hours or more
- Graduate students enrolled in 3 credit hours or more

- International Undergraduate students enrolled in 12 credit hours or more
- International Graduate students enrolled in 9 credit hours or more

Q: I didn't get a student job during the summer; will there be on-campus student jobs for the Fall, Winter, or Spring?

A: Yes, student jobs are added to HireFresnoState daily. We encourage you to look frequently as they are approved on a daily basis.

Q: Am I eligible to work 40 hours a week in my on-campus position during the summer.

A: Yes, for continuing employment during the summer session, you need to have taken courses the preceding spring and be accepted for classes in the following fall semester and provided you are not taking summer session courses. If you are taking summer courses you are only eligible to work up to 20 hours. Once the course is finished, you are eligible to work up to 40 hours. It also depends upon the department you work in. Check with them!

Q: I am graduating in the spring and want to work 40 hours during the summer; is this okay?

A: Students who have received their baccalaureate degrees at the end of a term are eligible to work 1 term after their graduation, including Summer Session.

Q: I work two on-campus student jobs during the academic year; can I work a total of 40 hours (20 hours for each job)?

A: Students can hold more than one student position; however the combined hours per week of all on-campus jobs cannot exceed 20 hours per week during the academic year.