Graduate Students and the On-Campus Job Search

You may have noticed that many of the campus jobs listed in Handshake are posted for undergraduate students only to apply. Although Handshake will allow you to apply for any job, you should only apply for jobs that are looking for “Master” level students.

As a graduate student, your search for an on-campus job will be different than that of an undergraduate. Some graduate students are hired through their appointment process as teaching or research assistants. Your best option for finding any type of assistantship is to contact your academic department or advisor. You can also schedule an appointment to meet with your CPDC college career consultant through Handshake to discuss employment options and strategies.

Other things you can do if you want to find a job in your field but don’t see any posted:

- Get to know the faculty/professors in your area of interest. Many times professors hire students they already know through a class, especially for research and teaching assistants. Set up an appointment to talk about your interests and ask them for advice. Let them know that you are enthusiastic and available if they need any help.
- Get advice from your peers who have a campus job.
- Try visiting the main office of the department you are interested in working for and explaining your interest. Offer to leave your name and contact information- even if there are no jobs available right now.

Another option to consider are part-time opportunities located off-campus in the surrounding Pittsburgh area, or jobs that you can do remotely. You can find these types of jobs by searching for “part-time” and/or “seasonal” jobs in Handshake. Please note that in order for F-1 students to be eligible for any type of off-campus work permission, they must be in status and have completed 2 consecutive academic semesters.

If you are an International student with questions about employment, the Office of International Education has helpful information about employment options for both on and off-campus work permission. Students should discuss employment authorization with their OIE advisor for any employment opportunity that involves an employer other than Carnegie Mellon University.

Good luck in your job search!