



SNAP Job

Assistance for Students



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1. HOW TO CONTACT THE SNAP JOB OFFICE

Phone: x2-3463

Fax: x2-5810

Email: snapjob@uta.edu

Box: 19175

Website: www.uta.edu/jobs

Address: 1225 W. Mitchell Street (Wetsel Building), Suite 101, Arlington, TX 76019

2. HOW TO REGISTER

- a. Go to www.uta.edu/jobs
- b. Click **Student SNAP Job Login**
- c. Click here to register; fill out all the required information with an (*) asterisk
- d. Click the **Register** button when completed... You will receive a message that reads: **"Congratulations! Your profile is now complete"**.
- e. Click the **Submit Profile** button below to enter your personal student homepage.
- f. Remember to visit the **My Account** menu to upload your resume.

3. HOW TO LOGIN SNAP ACCOUNT

- a. Go to www.uta.edu/jobs
- b. Click on **Student SNAP Job login**
- c. Enter your user name (UT EID#) & temporary password

4. HOW TO EDIT A PROFILE/CHANGE PASSWORD

- a. Log into your **Student SNAP Job account**
- a. Click **My Profile**
- b. Click **Edit** to change desired fields
- c. Click **Save**

5. HOW TO CREATE A COVER LETTER & RESUME

Note: You will find a sample cover letter & resume template in Resource Library at the student home page.

- a. Log into your SNAP Job account
- b. Select **Resource Library** from the left margin
- c. You will see a list of documents
- d. Select a document sample
- e. Save it as a document on your flash drive or hard drive
- f. The document must be saved as a Word document in order to add your resume information.



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6. HOW TO UPLOAD A RESUME, CLASS SCHEDULE, ETC.

Important: Your resume must include a current class schedule. The resume must also include the work-study eligibility form (if you are work-study) from your MyMav. If the work study form is unavailable, copy and paste your work study award from MyMav for the school year at the bottom of the resume

- a. At the student homepage, select **My Account** from the blue menu bar
- b. Select **My Documents** from the drop down menu
- c. Click **Upload File** under Resumes w/Class Schedule section
- d. Have your resume saved on your computer or flash drive
- e. Enter document name (a name for your resume)
- f. Click **Browse** to search for your resume to upload
- g. Click **Upload**

*It is highly recommended that students take their resume to UT Arlington Career Services to have it critiqued. You can make an appointment with a Career Counselor at 817-272-2932.

7. HOW TO SEARCH FOR SNAP JOBS

- a. Log into your SNAP Job account
- b. Select **Jobs** from the blue menu bar at the top of the page
- c. Click **On Campus Job Search**
- d. Do not select any criteria; Click **Search**
- e. A list jobs will appear; **Click on the job number you would like to view**
- f. A job description will appear

8. HOW TO APPLY FOR A SNAP JOB

Note: Work-study students may apply for both Work-Study and Non Work-Study jobs. If a Work-Study student is hired for a Non Work-Study job, the student will NOT be able to use their work-study money.

Important: In order for the departments to view your resume, you must submit your resume to the job(s) that you are interested in and qualified for. If you upload your resume without applying for jobs, departments will not be able to consider you.

- a. Have your resume w/class schedule saved in a Microsoft Word format uploaded into the system.
- b. Locate the position you would like to apply for
- c. Click on the **Job number** for that position
- d. Follow the application instructions listed in the job posting (cover letter, supplemental application, etc. may be required)
- e. Click **Submit Resume** at the top of the job posting
- f. Click **Select Documents**
- g. Choose a resume from the drop-down menu
- h. Click **Save**
- i. Enter a message to send to the department (optional)
- j. Click **Submit** to apply for the job

9. HOW TO PRINT ELIGIBILITY FORMS

- a. Students need to log in their **My Mav** account
- b. Go to their **Financial Aid** area.
- c. Accept/Decline award for current year (if have not done so)
- d. Click on the link to **Eligibility Form** at the bottom of the page
- e. Print and submit form to department supervisor
- f. If there is no link that takes you to the **Eligibility Form**, the student(s) funding may not be



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available and must contact the Financial Aid Office.

10. HOW TO RETRIEVE/VIEW RESUME & COVER LETTER SAMPLES

- a. Log into your SNAP account
- b. Click on ***Resource Library***
- c. Click on the plus sign for which one you need (i.e. cover letter, resume or supplemental applications).
- d. Click on the document and an opening document box will appear.
- e. Select ***Open with Microsoft Word*** (default)
- f. Click ***OK***
- g. Click on ***Save As***; and save it to

****Please do not contact the Human Resources department to inquire about not being hired for a specific job that you have applied for. It is at the departments' discretion as to whether your qualifications meet their department needs. If they are interested in your skills, someone from that specific department will contact you.**