

Help Document - Student

I. How to contact the SNAP Job Office	1
II. How to register.....	1
III. How to login	1
IV. How to edit your profile.....	1
V. How to search for an on-campus student job (SNAP Job).....	2
VI. How to upload a resume with class schedule.....	2
VII. How to upload a cover letter/a letter of interest.....	2
VIII. How to update an uploaded resume with class schedule.....	2
IX. How to apply for an on-campus student job (SNAP Job)	3
X. How to change a resume with a class schedule submitted to a job	3
XI. How to indicate work-study eligibility.....	3

I. HOW TO CONTACT THE SNAP JOB OFFICE

Phone # 817-272-3463
Email snapjob@uta.edu
Web site www.uta.edu/snapjob
Address 140 West Mitchell Street, B200 (in the Continuing Education/Workforce Development building)

NOTE: You will be required to upload a resume with class schedule included to be able to apply for a position. Please be sure that your resume has been created in MS Word format. Do not copy/paste your resume from external websites (i.e. www.monster.com) to MS Word because the formatting is not compatible with the online system.

IMPORTANT: In order for the departments to view your resume application, you must submit it online to every job you are interested in. If you just upload your resume without applying for jobs, the departments won't be able to consider you for student employment.

II. HOW TO REGISTER

1. Go to www.uta.edu/snapjob
2. Click on “SNAP Job login/registration”
3. Go to **New Users:** If you have NOT registered with this site before, ***Click Here to Register***
4. Fill out all information. All fields marked with an * are required
5. Click “Register” when complete
6. You will get a message: “Congratulations! Your profile is now complete. Click the Submit Profile button below to enter your personal student homepage. Remember to visit the "My Account" menu to upload your resume.”
7. Click “Submit Profile”

III. HOW TO LOGIN

1. Go to www.uta.edu/snapjob
2. Click on “SNAP Job login/registration”
3. Enter your user name and password at the bottom of the page
4. Click “Login”

IV. HOW TO EDIT YOUR PROFILE

1. At the Student homepage, select “My Account” from the blue menu bar
2. Select “My Profile” from the drop down menu
3. Select [Edit] to change desired fields
4. Click on “Save” at the bottom of the page

Help Document - Student

V. HOW TO SEARCH FOR ON-CAMPUS STUDENT JOB (SNAP JOB)

Important: You must first register in the system to be able to search for jobs

1. At the student homepage, select “**Job Search**” from the blue menu bar
2. To search for all jobs, do not enter any search criteria; just click “**Search**” at the bottom of the page
3. To view a position, click on the “**Job ID**” beside the name of the position

VI. HOW TO UPLOAD A RESUME WITH CLASS SCHEDULE

Note: You may upload up to 5 different resumes. See Resource Library at the student home page for a template.

Important: If you get a message “*The file must be a Word Document (*.doc). Please select another document and try again*”, your resume is not in MS Word format. Please note that MS Works (*.wps) is not the same as MS Word format and cannot be uploaded to the system.

Important: Your resume must include a current class schedule. For work-study jobs, the resume must also include work-study eligibility information from MyMav.

1. At the student homepage, select “**My Account**” from the blue menu bar
2. Select “**My Documents**” from the drop down menu
3. Click [**Upload Files**] under Resumes w/Class Schedule section
4. Have your resume saved on your computer/floppy/CD
5. Enter document name (a name for your resume)
6. Click “**Browse**” to search for your resume to upload
7. Click “**Upload**”

VII. HOW TO UPLOAD A COVER LETTER/A LETTER OF INTEREST

Note: You may upload up to 5 different cover letters/letters of interest. See Resource Library at the student home page for a template.

Important: If you get a message “*The file must be a Word Document (*.doc). Please select another document and try again*”, your letter of interest is not in MS Word format. Please note that MS Works (*.wps) is not the same as MS Word format and cannot be uploaded to the system.

1. At the student homepage, select “**My Account**” from the blue menu bar
2. Select “**My Documents**” from the drop down menu
3. Click [**Upload Files**] under Letter of Interest section
4. Have your letter of interest saved on your computer/floppy/CD
5. Enter document name (a name for your letter of interest)
6. Click “**Browse**” to search for your letter of interest to upload
7. Click “**Upload**”

VIII. HOW TO UPDATE AN UPLOADED RESUME WITH CLASS SCHEDULE

1. Have your updated resume with class schedule in Microsoft Word format saved on your computer/floppy/CD
2. At the student homepage, select “**My Account**” from the blue menu bar
3. Select “**My Documents**” from the drop down menu
4. Click “**Update**” next to the resume to be updated
5. Enter document name (a name for your resume)
6. Click “**Browse**” to search for your updated resume to upload
7. Click “**Upload**”

Help Document - Student

IX. HOW TO APPLY FOR ON-CAMPUS STUDENT JOB (SNAP JOB)

Important: 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, then they will not be able to use their work-study money.

1. Have your resume with class schedule in Microsoft Word format uploaded into the system
2. Find the position you want to apply for
3. Click "**Job ID**" for that position
4. Follow the application instructions listed in the job posting (cover letter, supplemental application, etc. may be required)
5. Click "**Submit Resume**" at the top of the job posting
6. Click "**Select Documents**"
7. Chose a resume from the drop-down menu
8. Click "**Save**"
9. Enter a message to send to the department (optional)
10. Click "**Submit**" to apply for the job

X. HOW TO CHANGE A RESUME WITH CLASS SCHEDULE SUBMITTED TO A JOB

1. Have your updated resume with class schedule in Microsoft Word format uploaded into the system
2. At the student homepage, select "**My Account**" from the blue menu bar
3. Select "**My Activity**" from the drop down menu
4. Find the job you want to update the resume for
5. Click "**View**" next to that job in the Action column
6. Click "**Change Submitted Resume**"
7. Chose resume from the drop-down menu
8. Click "**Save**"
9. Click "**Save**" again to submit the updated resume

XI. HOW TO INDICATE WORK-STUDY ELIGIBILITY

In order to verify work-study status, students applying for work-study jobs must include in their SNAP Job online resume a copy of their **work-study eligibility form** (copy and paste from **MyMav** into your resume). In addition, the resume must include a class schedule and times available to work. Students selected to interview for work-study jobs must bring a hard copy of their work-study eligibility form to the interview.

To access your work-study eligibility information:

1. Log into "**MyMav**"
2. Click on "**Student Center**"
3. Under Finances, click on "**View Financial Aid**"
4. Click on the appropriate **year**
5. Look under the appropriate **term** (for example, Fall 2006)
6. Copy all the information listed for **Work-Study**, including Award, Description, Category, Offered, Accepted
7. Paste all the information into your SNAP Job resume (Edit - Paste Special - HTML format)