

SNAP Job - Frequently Asked Questions - Students

1. How do I add my major in the student registration section?

- a. Click the "Add" button to add majors
- b. Click the box with the "+" sign next to All Majors to view list with all UTA majors
- c. Select your major(s) by checking the appropriate box
- d. Click "close window" button to save your selection and return to the profile page

2. I forgot my user name; how do I login?

Important: Do not create another user name.

Please contact the SNAP Job Office at 817-272-3463 or email snapjob@uta.edu.

3. I forgot my password; how do I login?

Important: Do not create another user name.

- a. At the student login page, click on "Forgot your password?"
- b. Enter your existing user name
- c. Click "Reset Password"
- d. A new, random password will be generated and sent to the e-mail address currently in your profile

4. How do I create a resume to upload?

- 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.
- If you do not have a resume, you can download a template resume.
 - a. At the student homepage, select "My Account" from the blue menu bar
 - b. Select "My Documents" from the drop down menu
 - c. Go to the section "To download a UTA Student Resume Template, click here."

5. How do I access my work-study eligibility information?

- a. Log into MyMav
- b. Click on "Student Center"
- c. Under "Finances", click on "View Financial Aid"
- d. Click on the appropriate year
- e. Look under the appropriate term (for example, Fall 2006)
- f. Copy all the information listed for Work-Study, including Award, Description, Category, Offered, Accepted
- g. Paste all the information into your SNAP Job resume (Edit - Paste Special - HTML format)

6. I am at the student homepage; how do I upload my resume?

Note: You may upload up to 5 different resumes

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.

- a. Have your resume with class schedule in Microsoft Word format saved on your computer/floppy/CD
- b. At the student homepage, select "My Account" from the blue menu bar

SNAP Job - Frequently Asked Questions - Students

- c. Select "My Documents" from the drop down menu
- d. Click [Upload Files] under Resumes w/Class Schedule section
- e. Enter a document name (a name for your resume)
- f. Click "Browse" to search for your resume to upload
- g. Click "Upload"

7. How do I update my resume including class schedule?

- a. Have your updated resume with class schedule in Microsoft Word format saved on your computer/floppy/CD
- b. At the student homepage, select "My Account" from the blue menu bar
- c. Select "My Documents" from the drop down menu
- d. Click "Update" next to the resume to be updated
- e. Enter a document name (a name for your resume)
- f. Click "Browse" to search for your updated resume to upload
- g. Click "Upload"

8. How do I change a submitted resume with class schedule?

- a. Have your updated resume with class schedule in Microsoft Word format uploaded into the system (see question 5)
- b. At the student homepage, select "My Account" from the blue menu bar
- c. Select "My Activity" from the drop down menu
- d. Find the job you want to update the resume for
- e. Click "View" next to that job in the Action column
- f. Click "Change Submitted Resume"
- g. Chose a resume from the drop-down menu
- h. Click "Save"
- i. Click "Save" again to submit the updated resume

9. How do I upload a cover letter/letter of interest?

Note: You may upload up to 5 different cover letters/letters of interest. See the 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.

- a. Have your letter of interest saved on your computer/floppy/CD
- b. At the student homepage, select "My Account" from the blue menu bar
- c. Select "My Documents" from the drop down menu
- d. Click [Upload Files] under Letter of Interest section
- e. Enter a document name (a name for your letter of interest)
- f. Click "Browse" to search for your letter of interest to upload
- g. Click "Upload"

10. Would departments search for my resume or do I search for positions and apply?

The SNAP Job System does not allow a department to view student's resume unless the student applies for a specific jobs with that department.

11. How do I search for an on-campus student job?

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

- a. At the student homepage, select "Jobs" from the blue menu bar

SNAP Job - Frequently Asked Questions - Students

- b. Select "Job Search" from the drop down menu
- c. To search for all jobs, do not enter any search criteria; just click "Search" at the bottom of the page
- d. To view a position, click on the "Job ID" beside the name of the position

12. How do I apply for an on-campus student job?

Important: Work-study students may apply for both work-study and nonwork-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.**

- a. Have your resume with class schedule in Microsoft Word format uploaded into the system (see question 5)
- b. Find the position you want to apply for (see question 10)
- c. Click "Job ID" 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. Chose 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

13. If I have work-study, can I apply for non-work study position?

- Work-study students may apply for both work-study and nonwork-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.

14. I do not see the submit resume button, how do I apply?

- If a position is advertised as a work-study position, only work-study student will be able to apply.
- You must have a resume with class schedule uploaded into the system to be able to apply for open positions.
- You have already applied for that job.

15. Do I need to contact the department after I have applied for a job?

- Students should not contact the departments. Departments will contact the students that meet the requirements for the job – including experience, times available to work, etc.
- Some jobs may require students to follow up with the department by submitting additional materials or a supplemental application. In that case, please make sure to follow the application instructions listed in the job posting.

16. Can I apply for GTA or GRA positions through this system?

No. The SNAP Job System is for work-study and non work-study jobs only. It does not include GTA or GRA positions. These positions are advertised with the specific department.

17. What is Resource Library?

The Resource Library contains information needed to use the SNAP Job system effectively, i.e. a sample resumes, a sample cover letters, and a help document.