



# Career Development Center

## DIVISION OF STUDENT AFFAIRS

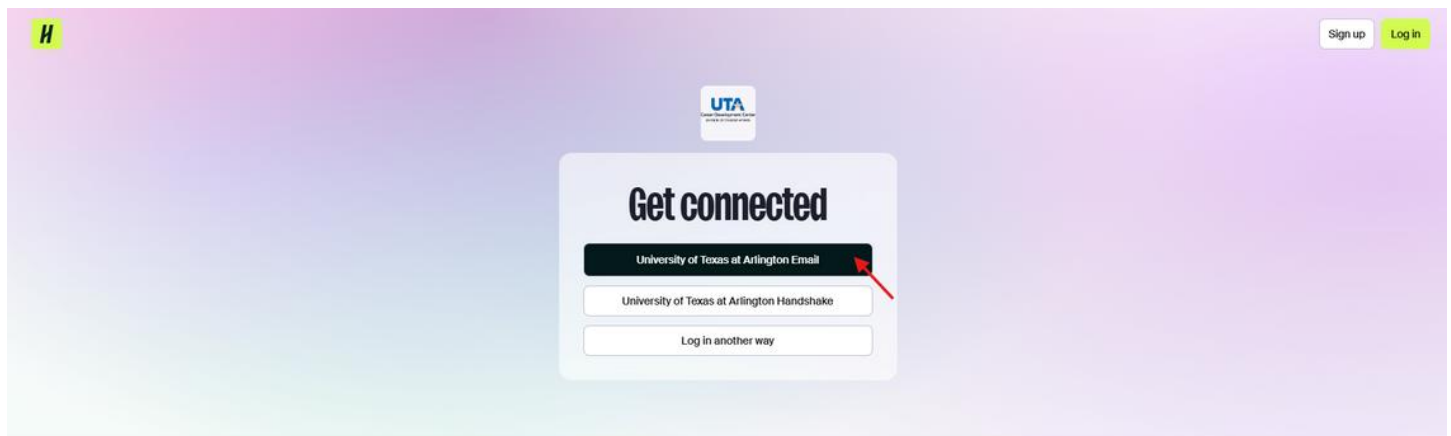
## Finding Jobs Using Handshake

Handshake is a platform that connects talented Mavericks with internships, jobs, and career opportunities. Use Handshake to find workshops, events, and other career development programs hosted by the UTA Career Development Center.

### Step 1: Log in to Handshake

Go to [uta.joinhandshake.com](https://uta.joinhandshake.com) and sign in with your UTA NetID and password.

*Tip: Make sure your profile is at least 80% complete to get better job recommendations.*



### Step 2: Search for On-Campus Jobs

- From the main menu, click **Jobs -> Filters -> On Campus Student Employment**.
- This will limit your results to positions offered directly by UTA departments.

The screenshot shows the MyMav Jobs interface. On the left is a navigation menu with options: Explore, Feed, Inbox (90), Jobs (highlighted with a red arrow), Events, People (New), Employers, and Career center. The main area displays a list of jobs under the heading 'Jobs'. A blue banner asks 'Want to see more relevant jobs? Update career interests'. The job list includes:

- Agency Creative Data Analyst Intern**: \$15-25/hr · Internship, Remote or Dallas, TX · 3d ago
- University of Texas at Arlington Spec... UTA Student Assistant - Box Office**: \$11/hr · On campus · Sep 7—Oct 30, UT Arlington collection, Arlington, TX · New
- University of Texas at Arlington Offic... OIT Knowledge Services Student Technical Assistant**: \$12/hr · On campus, Arlington, TX · 3d ago
- University of Texas at Arlington Offic... UTA Student Assistant - Study Abroad Student Assistant**: \$11/hr · On campus · Aug 31—Dec 30, Arlington, TX · New

The right side shows a detailed view of the 'Data Analyst Intern' position at Agency Creative. It includes the job title, employer, location (Dallas, TX), and a list of key responsibilities: 'Extract and organize large sets of raw data from multiple sources...'.

This screenshot shows the same MyMav Jobs interface, but with the 'Filters' sidebar open on the right. The sidebar includes the following sections:

- Employment type**: Full-Time, Part-Time (both unchecked).
- Job type**: Job, Internship, On Campus Student Employment, Cooperative Education, Experiential Learning, Volunteer, Fellowship, Graduate School (all unchecked).
- Location**: Search by city, state, or zip code; Search radius for locations: 50 miles (slider set to 50 miles).
- Pay and benefits**: 85,066 results, Clear all, Apply.

The main job listing area remains visible in the background, showing the 'Data Analyst Intern' position and the list of other jobs.

### Step 3: Personalize Your Search

To improve your results, use a combination of **filters** and **keywords** based on the type of job you want. For example:

- Keywords like “UTA Student Assistant” or “UTA Student Associate”
- \*Note:** you will only be able to search for and view work-study jobs if you have been awarded and accepted your work-study award – this can be done through your MyMav Account

**International Students are not eligible for work-study.**

This helps tailor job listings to match your interests and eligibility.

The screenshot shows the Handshake Jobs interface. On the left is a sidebar with navigation options: Explore, Feed, Inbox (90), Jobs, Events, People (New), Employers, and Career center. The main area is titled 'Jobs' and shows a search for 'UTA Student Assistant' with filters for 'UT Arlington collections', 'Location', 'Full-time job', 'Internship', 'Part time', and 'Filters'. A list of 27 jobs is shown, with the top result being 'University of Texas at Arlington Office of International Education - UTA Student Assistant - Study Abroad Student Assistant'. The job details on the right show the employer 'University of Texas at Arlington Office of International Education', the job title 'UTA Student Assistant - Study Abroad Student Assistant', and the salary '\$11/hr'. It also includes a 'Save' button and an 'Apply' button.

## Step 4: Apply!

Click on a job listing to review details, upload the required documents, and select **Apply**.

The screenshot shows the application process for the 'UTA Student Assistant - Study Abroad Student Assistant' job. A modal window titled 'Apply to University of Texas at Arlington Special Event Facilities' is open. It displays a message: 'Your work authorization does not match what is requested for this job. If this information is incorrect, please update it [here](#).' Below this, it says 'Details from University of Texas at Arlington Special Event Facilities: Applying requires a few documents. Attach them below and get one step closer to your next job!'. There are three sections for document uploads: 'Attach other required documents' (with a search bar and 'Upload new' button), 'Attach your cover letter' (with a search bar and 'Upload new' button), and 'Attach your resume' (with a progress bar). A red arrow points to the 'Submit Application' button at the bottom right of the modal.

After applying, you can track your application right inside Handshake:

1. Go to your profile on the right.
2. Select **"My jobs"** to view its status (Submitted, Reviewed, Interview, Hired, or Declined).
3. You'll also continue to see the job posting even after applying, so you can revisit the description or employer details.

H

Explore

Feed

Inbox90

Jobs

Events

PeopleNew

Employers

Career center

Jobs

Search

Saved

UTA Student Assistant

UT Arlington collections

Location

Full-time job

Internship

Part time

Filters

27 jobs found

Most relevant

Get alerts for jobs like this

Update preferences

University of Texas at Arlington Office of International Education

UTA Student Assistant - Study Abroad Student Assistant

\$11/hr · On campus · Aug 31—Dec 30

Arlington, TX · New

University of Texas at Arlington Special Programs

UTA Student Assistant - Box Office

\$11/hr · On campus · Sep 7—Oct 30

UT Arlington collection

Arlington, TX · New

University of Texas at Arlington College of Business

UTA Student Assistant- Business Ambassador

\$12/hr · On campus · Sep 8—May 6

University of Texas at Arlington Office of International Education

Higher Education

UTA Student Assistant - Study Abroad Student Assistant

Posted 2 days ago · Apply by September 10, 2025 at 11:59 PM

Applied on August 29, 2025

Withdraw application

At a glance

\$11/hr

Onsite, based in Arlington, TX

Work in person from the location

On campus

Post time: From September 1, 2025 to December 31, 2025

My profile

My jobs

My meetings

My documents

My career interests

Notification preferences

School connections

Settings

Contact support

Help center

Terms of Service

Log out

My jobs

UTA

Application type

Status1

Filters1

Employer	Title	Location	Applied	Status
University of Texas at Arlington Enrollment Management Higher Education	UTA Undergraduate Student Assistant	Onsite, based in Arlington, TX	<div></div>	<div>Reviewed</div>
The University of Texas at Arlington - Global Education Outreach & Extended Studies Higher Education	UTA Office Assistant	Onsite, based in Arlington, TX	<div></div>	<div>Reviewed</div>
The University of Texas at Arlington - Libraries Higher Education	UTA Social Media Student Assistant Creative Spaces & Services	Onsite, based in Arlington, TX	<div></div>	<div>Reviewed</div>