College Work-Study

- **Cougar Pathway is open for job postings!** The last day to post a CWS job is Monday, February 7
- Students' last day to ACCEPT a job on Cougar Pathway is Monday, February 14
- **T.A.P. Training** is available for supervisors year-round! This is a **requirement** to be able to supervise CWS students
- **Winter Break Hours**
  - Students can work up to 39 hours, per pay week *if they have available funding*
  - From December 15 through January 11
  - Cannot work when university is closed for the staff holiday break (December 24, 2021 - December 31, 2021)
- You can reach out to Tola at workstudy@uh.edu, if you have any questions about College Work-Study

Non-College Work Study

- Cougar Pathway is open for job posting review!
- **Did you know?!**
  1. You can hire international students for on-campus jobs!
  2. On Cougar Pathway, under Desired Work Authorization, select both options
     - This will allow international students to view your job postings!
  3. Moving forward UCS will select both options, if not already selected
  4. Check out the Non-College Work-Study Website for more information!

University Career Services

Click on the following links for step-by-step processes and templates to assist you in hiring student employees!

- **Cougar Pathway**
  - Create a Cougar Pathway Account
  - Job Posting Instructions
- **Resources**
  - Job Posting Template
  - On-Campus Jobs Website
- **Quick tips on hiring practices**
  1. Keep your applicants informed on the status of their application
  2. Hired someone? Send an e-mail to those who are not moving forward, thanking them for their interest
     - This will allow students to look for other opportunities!

Questions?

www.uh.edu/ucs/faculty-staff/hire | (713) 743-6963 | Larissa Rios Cruz, lirioscruz@uh.edu

UNIVERSITY of HOUSTON | CAREER SERVICES