



International Student Services
INTERNATIONAL DIVISION
UNIVERSITY OF WISCONSIN-MADISON

HOW TO GET A JOB ON CAMPUS

2023
EDITION



YOU NEED TO KNOW...


On-Campus Employment

- On-campus employment is defined as employment on the UW-Madison campus or employment at an off-campus location that is educationally affiliated with the university.
- During Fall/Spring semester, international student can work no more than 20 hours per week, During authorized vacation periods, you may work for more hours.
- Looking for an on-campus job? Follow this guidebook!

CHECK OUT OPENING POSITIONS

Student Job Center

Positions are posted on Student Jobs throughout the year and the site is updated daily. For international students, you can select the "UW Student Jobs" on the left to check out the on-campus positions. It is the most important platform for job-seeking at UW-Madison.

**STUDENT JOBS**
UNIVERSITY OF WISCONSIN-MADISON

[JOB ALERTS](#) [APPLICANT LOGIN](#)

[SEND ME JOBS LIKE THESE](#)

POSITION	DIVISION/ORGANIZATION	DEPARTMENT	SALARY/WAGE RANGE OR LUMP SUM	JOB TYPE	CLOSES
Program Assistant - Office Assistant	School of Business		\$11.00	UW Student Jobs	August 15 2025
The MBA and Master's programs at the Wisconsin School of Business are seeking a Program Assistant who will work with our admissions and recruitment team.					
Office Assistant	School of Medicine & Public Health	Biomolecular Chemistry	\$15.00	UW Student Jobs	August 15 2025
The Department of Biomolecular Chemistry is seeking student help to manage administrative and academic tasks within the office.					
Student Lab Technician - Soil and Forage Analysis Lab	Wisconsin State Lab of Hygiene	Environmental Health Administration	\$15.00	UW Student Jobs	August 17 2025
Be a part of the Soil and Forage Analysis Lab at the Wisconsin State Laboratory of Hygiene! This is an opportunity to gain valuable laboratory experience while participating in					


Clear search filters

REMOTE ELIGIBILITY

- ☐ All Remote (2)
- ☐ Not Remote (93)
- ☐ Partially Remote (17)

JOB TYPE

- ☐ Local Student Jobs (0)
- ☐ Local Work Study Student Jobs (1)
- ☐ UW Student Assistant (1)
- ☒ UW Student Jobs (113)



CHECK OUT OPENING POSITIONS

Just ISSued & GradConnections Weekly

These are newsletters prepared by the Graduate School or International Student Services. It includes tips, events, announcements, professional development opportunities, etc.

Department websites

If you want to work at certain department, you can check out their official websites frequently.





BEWARE OF SCAMS AT ALL TIMES!

Unfortunately, many F-1 and J-1 international students are common targets of scams. Scams are fraudulent and deceptive “services” used to acquire your money or personal information illegally. Someone might claim to find a job for you if you pay them money or provide a position with unreasonable high salary from an unofficial UW email address. Please carefully read the information on [ISS website](#) so you can identify a scam and know how to respond if you are targeted.

JOB MATERIALS

for most of the positions on campus, the resume and cover letter are required (Check out the position posting to see the documents needed). Some of them may also requires references.

Writing center is where you can seek help! You can check out the tips and samples about Cover Letter and Resume. Besides, you can make an appointment to get teacher's feedback on a resume draft!





HUMAN RESOURCES INFORMATION

Remember to check out these websites and contact your HR before starting your work.

Office of Human Resources - Employee Payroll services

- Address: 21 N. Park Street.
Suite 5101, Madison, WI
53715
- Phone: 608-265-2257

International Payroll and Tax Filing Resources - Glacier

- Email: glacier@ohr.wisc.edu



SOCIAL SECURITY NUMBER (SSN)

A Social Security number is only required if you work in the U.S. (even if you work on-campus) and can be obtained with proof of legal employment.

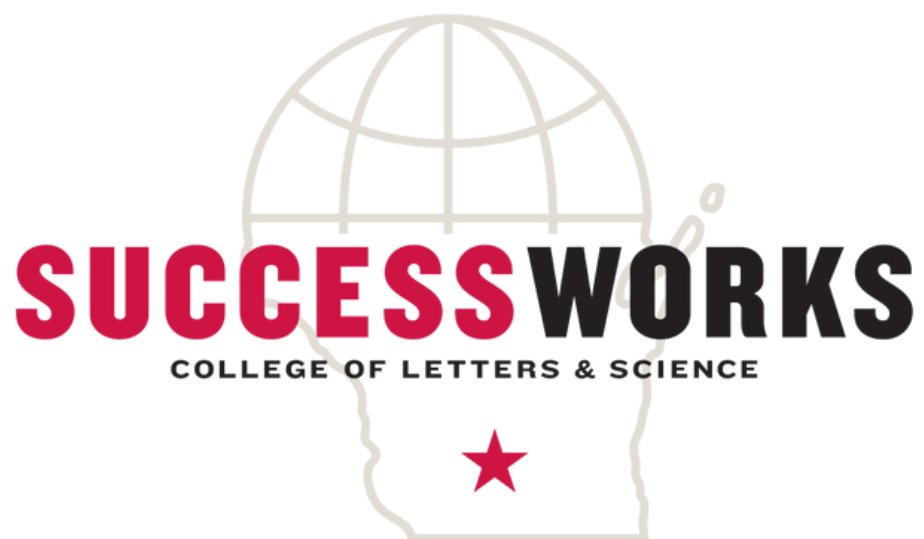
See [our website](#) to learn how to apply for a Social Security Number (SSN).





CAREER DEVELOPMENT & SERVICES

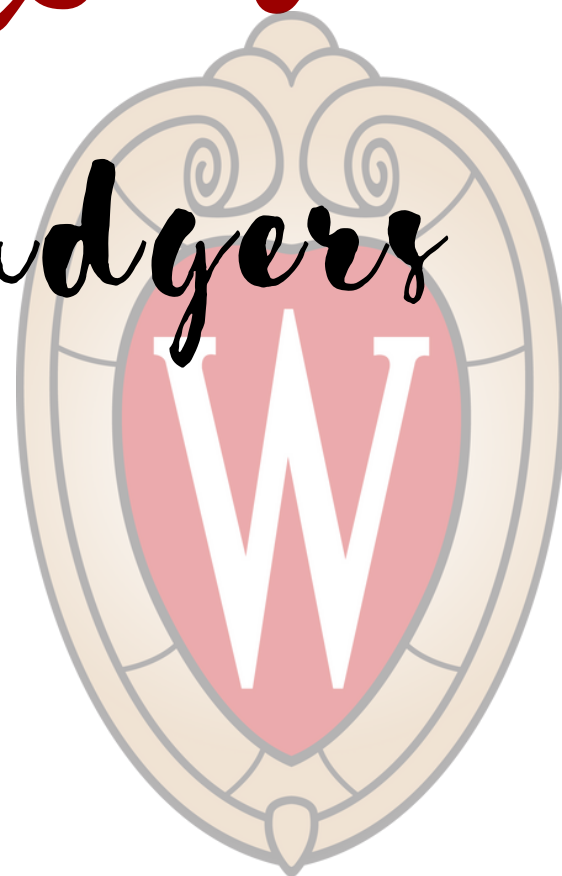
Each school or college at the University of Wisconsin-Madison has a dedicated career services office. Students can work with their career services office for help with career exploration, searching for internships and part-time jobs, and to take the next step towards their career.





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Welcome!
Badgers



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