



Finding a Job on Campus



Please note that you are eligible to work on campus **IF you are an F-1 or J-1 student**. You can work for NO MORE THAN 20 hours per week **on-campus** during the school year. Be sure and look for jobs **not** listed as **work-study** unless you are work-study eligible. Contact DUKE VISA SERVICES if you have questions regarding your work eligibility. F-2 visa holders CANNOT work. **Duke Visa Services**, Smith Warehouse: Bay 7 - 1st Fl. 114 South Buchanan Boulevard, Durham 27708 Tel. 919.681.8472 Email: visahelp@mc.duke.edu

Campus Recreation

A variety of interesting positions for students are available at both Brodie Recreation Center (East Campus) and Wilson Recreation Center (West Campus). <http://recreation.duke.edu/about-us/employment/>

Duke Library System

There are a number of libraries on the Duke campus. The main library for the entire university is Bostock/Perkins Library. There are a variety of positions open within the library system, including technical duties. Typically you do not need to be on work-study to obtain a job at the library. Start your search at Bostock/Perkins. You can find *Student Employment Opportunities* under *Student Vacancies*. <http://library.duke.edu/jobs/index.html>

Duke List

This is Duke's premier site for student employment, research, volunteer and leadership opportunities. For paid positions look at: *On-Campus Student Employment* under **JOBS**. <http://dukelist.duke.edu/>

Duke Stores

Cashier/Floor Assistant positions often available at one of the many Duke Stores on campus. Work-Study and Non Work-Study positions available. To inquire about openings please contact Ms. Patti Silver at: patti.silver@duke.edu <http://dukestores.duke.edu/>

The Nasher Museum of Art

The Nasher offers a variety of job opportunities for students. The most popular continues to be museum guard. Scroll down to Duke **Student Jobs** at <http://nasher.duke.edu/university-students>

Office of Information Technology

OIT is looking for students with a knack for excellent customer service and an interest in learning more about technology. If you have previous experience working with computers, that's preferred. If you don't and you are hired, OIT will provide training. Work-study is preferred but not required. <http://oit.duke.edu/help/swat/join.php>

Duke Career Service Center (Duke students only)

Utilize your Career Services at your school! For resumes, cover letters, networking tips, interview practice (mock interviews) and many more! Build your knowledge, skills and confidence so that you can take advantage of every opportunity that lies in front of you. Once you access the website, look at menu bar on the left. Click on *Online Tools and Resources*. Then scroll down until you find *Career Connections*. <http://studentaffairs.duke.edu/career>

Duke Alumni (Duke students only)

More than 5,000 Duke alums have offered to share their advice about jobs & careers, particular geographic areas, stages of life & graduate education. Search to find alums whose experiences match your interests or curiosity and reach out to introduce yourself. You will need your Duke Net ID & Password to access.

<https://alumni.duke.edu>