

## Finding CUNY-Based Employment as a Student

### **Determining Your Goals**

There are a variety of types of roles one can pursue at CUNY including administrative positions, research assistantships, TA roles, and more. You may be interested in working at CUNY to deepen a particular skill set or knowledge area, to make money to cover living expenses while in school, or to explore roles within academia. Reflecting on your priorities can help guide you towards the types of roles that you wish to pursue. For international students on an F1 student visa, during your first two consecutive semesters you are not yet eligible for work authorization for off-campus jobs, so you must focus your job search on CUNY-based employment. This can include jobs at the CUNY Graduate School of Public Health and Health Policy (CUNY SPH) or any college within the CUNY system.

### **Types of Positions**

There are a variety of types of CUNY-based positions, however below are a few categories you will most commonly come across.

- **College Assistant:** These are hourly, paid, part-time positions available within CUNY academic, operations, and student services departments. Tasks vary by department but may involve administrative support, program management, communications, technical support, and more.
- **Research Assistant:** Opportunities to do research with faculty at SPH are available through the [CUNY SPH Centers and Institutes](#). These roles are more commonly unpaid, however can provide an excellent opportunity to gain experience in your field of interest.
- **Teaching Assistant:** When available, these are paid positions typically reserved for doctoral students. Students should contact the departmental administrator for their academic department directly to inquire about TA opportunities.

### **Where to Look for Job Postings**

- **Cuny.jobs**  
This website is one place you can look for CUNY-based employment. You can filter jobs by campus, job category, and job title. Filter by the job title “College Assistant” to identify those roles. Full-time and part-time professional staff roles are also available here.
- **The CUNY Research Foundation**  
These are temporary grant-funded opportunities with CUNY. Visit <https://www.rfcuny.org/careers/> to see all of the listed positions.
- **The CUNY SPH Centers and Institutes Websites**  
More information about the work of these entities can be accessed at <https://sph.cuny.edu/research/centers-and-institutes/>. Interested students should visit the various center websites to read through their active projects and identify faculty and staff working in areas of interest. Please note that some centers have a structured process

and timeline for applying for opportunities so search their website for information about working with them if available. If not available, you can email any faculty or staff working at the center or on projects of interest to inquire about opportunities to work with them. If not available on the center website, faculty emails can be found in the CUNY SPH faculty directory: <https://sph.cuny.edu/about/people/faculty/>

- **Weekly Career Opportunity Listings** Internships, fellowships, and part-time and full-time jobs are posted to the Career Services website each Wednesday and are also sent out the same day via the weekly Career Services email. While the majority of these positions are for off-campus roles, CUNY-based opportunities will be listed there too as we become aware of them:  
(<https://sph.cuny.edu/students/student-services/career-services/career-opportunities/>)
- **Individual Outreach to the Academic and Administrative Departments**  
In addition to posted positions, another strategy you can take is to email academic and administrative offices directly at any/all CUNY schools to inquire about any openings/support needs they may have for part-time paid employment. Sometimes departments have opportunities that don't immediately get posted to the CUNY jobs board, so it's worth sending a round of inquiry emails. Just before the start of the semester or at the start of the semester is the best time to send these inquiries. Below are some examples of offices at SPH that you can inquire with, however if you explore the different CUNY school's websites and go through and click on the different academic and administrative offices, you can typically find a contact email listed.
  - **Academic Departments:** <https://sph.cuny.edu/academics/departments/> (click on each department's website and email the departmental administrator)
  - **Administrative Services:** <https://sph.cuny.edu/life-at-sph/administrative-services/> (click on each administrative department's website and search for the general inquiries email)
  - **Student Services:** <https://sph.cuny.edu/students/student-services/> (click on each student services department's website and search for the general inquiries email)

### Follow-Up

After formally applying for opportunities, remember to follow up with the office/employer to confirm the receipt of your application. If you don't see advertised positions at the office where you want to work, introduce yourself, provide your resume to them, and express interest in future openings.

### Connect with Career Services

If you want help with your resume or other application materials, wish to practice interviewing, or just want to discuss your search, schedule a career coaching appointment with career services here: <https://sph.cuny.edu/students/student-services/career-services/>