

PART-TIME OR SUMMER EMPLOYMENT ON CAMPUS



Queen's
UNIVERSITY

STUDENT AFFAIRS
Career Services

Opportunities for employment at Queen's University

“Student positions “on-campus” provide rich co-curricular learning opportunities. Even during COVID-19, Queen's wants to ensure that there are as many “on-campus” experiences for students as possible. Departments are encouraged to have student positions remote wherever possible, but some work may be on campus. Opportunities will become available throughout the year – use the strategies below to learn about new roles as they become available.

CHECK job postings in MyCareer (careers.queensu.ca)

- Log in into MyCareer
- Select “Postings” and then “All Job Postings”. View all or filter by type and geographical area
- Check often – employers sometimes post frequently and have short timelines
- New students have access the day after enrolling in at least one course

CHECK OUT the Work Study Program and SWEP (Summer Work Experience Program)

- Consider different options to build experience and skills

TUNE IN to campus

- Read local and campus news (e.g., The Journal, AMS, International Centre, Gazette) and other publications
- Check bulletin boards on campus in departments and general areas (e.g., JDUC, ARC, Mackintosh-Corry Hall)
- Be alert for possible opportunities (e.g., recent grants awarded to departments or professors)

CONTACT campus employers directly and professionally

- Prepare a brief script to know what to say when contacting campus employers
- Identify yourself clearly, saying your first and last name, and your interest in potential roles
- Record the name and contact information of the hiring coordinator
- Inquire about their hiring procedures (check first—these are often on their website)
- Find out about the nature of the work
- Express positive interest in some aspect of the work they describe
- Thank contacts for their help and follow-up

MAKE THE MATCH between you and an opportunity

- Check out our tipsheets on resumes, cover letters, networking, and interviews
- Improve your job search skills with Career Services workshops Resume, Cover Letter and Interviews, and more)
- Book a 1-to-1 appointment with a Career Services Resume Coach to review your resume and cover letter

SUBMIT your application

- Address employer requirements by following their procedures
- Follow-up to check on the progress of your application

Who is hiring students?

Here is a list of departments who often hire a number of students – because of the impacts of COVID-19 their plans may be different this year and may change through the year. Remember that this list is not exhaustive – many smaller departments may have positions. It is recommended that you can check directly with them and regularly monitor the job board in MyCareer.

Check out our Job Search workshops and other career-related skills to develop a strategy for success. Career Services offers appointments to answer your questions related to your career planning/job search.

Dept/ Org	Job Possibilities	Timeline/Contact
Alma Mater Society (AMS)	Full time staff for government and services, part-time service staff, Student Life Centre staff	Applications available online in the AMS offices AMS offices, lower JDUC 613.533.3001 https://www.myams.org/about/get-involved/
Athletics & Recreation	Each year hires over 650 students including: Facility staff, lifeguards, swim instructors, fitness instructors, events staff, referees, & more	Casual positions for the Summer and the Fall/Winter posted once a year—one major hiring period in January Athletics & Recreation Centre 613.533.2500 http://rec.gogaelsgo.com/sports/2013/8/22/GEN_0822134818.aspx
School of Business	Part-time student support staff for during the year and for summer term	Hiring throughout the year check MyCareer general job board: https://smith.queensu.ca/index.php

Dept/ Org	Job Possibilities	Timeline/Contact
Libraries	Library staff	Must be eligible for and enrolled in the Work Study program Multiple locations. 613.533.6362 https://library.queensu.ca/about-us/jobs
Summer Camps at Queen's	Summer Camps at Queen's	Various camps and opportunities, some paid —apply individually https://www.queensu.ca/child-youth-programs/
Queen's Advancement	Various opportunities	Summerhill 613.533.6000 Ext.77809 http://www.queensu.ca/advancement/work-us/student-jobs
Hospitality & Event Services	Opportunities vary by time of year— apply as appropriate	Queen's University Hospitality Services by Sodexo - Victoria Hall http://dining.queensu.ca/contact/employment/ Event Services http://eventservices.queensu.ca/about-us/employment
Residences	Various opportunities during the school year and summer - front desk, facilities, administrative staff, ESU summer camps	Victoria Hall http://residences.housing.queensu.ca/residence-services/working-for-residences/
International Centre (QUIC)	Positions come up periodically, so keep checking	Mitchell Hall, 2nd floor 613.533.2604 https://quic.queensu.ca/student-life/services/volunteer
Queen's School of English	Variable	Duncan McArthur Hall, Room A341 613.533.2472 https://qsoe.educ.queensu.ca/workwithus
Physical Plant Services (PPS)	May hire students for the summer	Rideau Building (2nd Floor) 207 Stuart St https://www.queensu.ca/facilities/contact-us