

## Finding a Job on Campus

Many departments and facilities on campus hire students.

### CHECK job postings in MyCareer ([careers.queensu.ca](http://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

### TUNE IN to campus

- read local and campus news, e.g., the Journal Queen's News Centre, AMS, International Centre, Gazette, and other publications (online, print or other distribution channels).
- check bulletin boards on campus within departments and general areas (e.g., JDUC, ARC, Mackintosh-Corry Hall)
- look for articles about upcoming events and consider attending
- be alert for possible opportunities (e.g., recent grants awarded to departments or professors)

### CONTACT campus employers directly and professionally

- if you go in person, dress neatly and smile; if you telephone, prepare a brief script
- identify yourself clearly saying your first and last name
- let them know that you are interested in working
- ask for the name and contact information of the hiring coordinator (record this information)
- 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 them for their help and follow-up

### COMMUNICATE THE FIT between you and an opportunity

- develop your application
- check MyCareer ([careers.queensu.ca](http://careers.queensu.ca)) for ways to get help writing your resumes, cover letters and interviews
- Participate in a Resume workshop (50 minute) at Career Services
- work with a Peer Career Educator to review your resume and cover letter
- prepare for interviews with the help of Career Services resources

### SUBMIT your application

- address employers' requirements; follow their procedures
- follow-up to check on the progress of your application

#### **S W E P**

*(Summer Work Experience Program)*

Jobs at Queen's University in the summer. Open to returning full-time undergrads only. Jobs posted by Career Services in early December; applications close mid-February.

#### **WORK-STUDY Program**

Part-time jobs throughout the year. Open to full-time students with *demonstrated financial need as assessed by Student Awards*. Applications available online through Student Awards.

COMMON STARTING POINTS		
Department/Organization	Job Possibilities	Timeline/Contact
Alma Mater Society (AMS)	Full time staff for government and services, part-time service staff, Student Life Centre staff	<ul style="list-style-type: none"> <li>• full and part time opportunities</li> <li>• applications available online in the AMS offices</li> <li>• AMS offices, lower JDUC 613-533-3001</li> <li>• <a href="http://www.myams.org">www.myams.org</a> - login with your netid</li> </ul>
Athletics & Recreation	Facility staff, lifeguards, swim instructors, fitness instructors, events staff, intramural referees, & more	<ul style="list-style-type: none"> <li>• One major hiring period in January. Each year A&amp;R hires over 650 students; we are one of the largest student employers on campus. Once a year we will post most of our casual positions for the Summer and the Fall/Winter.</li> </ul> <p>Athletics &amp; Recreation Centre - <a href="http://gogaelsgo.com/employment">http://gogaelsgo.com/employment</a> - 613-533-2500</p>
Libraries	Library staff	<ul style="list-style-type: none"> <li>• must be eligible for and enrolled in the Work Study program</li> </ul> <p>Any library - <a href="http://library.queensu.ca/library/jobs/student">http://library.queensu.ca/library/jobs/student</a> - 613 533-6362</p>
OTHER AVENUES		
Department/Organization	Job Possibilities	Timeline/Contact
Queen's Office of Advancement	Student Positions	<ul style="list-style-type: none"> <li>• Summerhill -<a href="http://www.queensu.ca/advancement/work-us/student-jobs">http://www.queensu.ca/advancement/work-us/student-jobs</a> 613-533-6000 Ext.77809</li> </ul>
Event Services, Hospitality Services	Service staff, event staff, as well as other positions	<ul style="list-style-type: none"> <li>• timeline depends on positions available and on needs</li> <li>• Queen's University Hospitality Services by Sodexo - Victoria Hall <a href="http://dining.queensu.ca/contact/employment/">http://dining.queensu.ca/contact/employment/</a></li> <li>• Event Services: <a href="http://eventservices.queensu.ca/about-us/employment/">http://eventservices.queensu.ca/about-us/employment/</a></li> </ul>
Residences	Positions include facilities staff, IT staff, in-house residence staff, and more	<ul style="list-style-type: none"> <li>• We have a number of opportunities, both during the school year and the summer months</li> <li>• Victoria Hall - <a href="http://residences.housing.queensu.ca/residence-services/working-for-residences/">http://residences.housing.queensu.ca/residence-services/working-for-residences/</a></li> </ul>
Security	Part-time positions	<ul style="list-style-type: none"> <li>• positions come up periodically, so keep checking for timelines</li> <li>• Fleming Hall – Jemmett 202 - <a href="http://queensu.ca/security/empop.html">http://queensu.ca/security/empop.html</a> or follow Campus Security on twitter (@CampusSecurity) for any job openings - 613-533-6733</li> </ul>
International Centre	Various part-time positions available	<ul style="list-style-type: none"> <li>• Positions are posted when available. To receive Work Opportunities notifications, please register for the QUIC mailing list.</li> <li>• Queen's University International Centre, Upper JDUC - <a href="http://quic.queensu.ca/about-quic/work-opportunities/">http://quic.queensu.ca/about-quic/work-opportunities/</a> 613-533-2604</li> </ul>
Queen's School of English	Instructor	<ul style="list-style-type: none"> <li>• <a href="http://www.queensu.ca/qsoe/instructor">http://www.queensu.ca/qsoe/instructor</a></li> <li>• Duncan McArthur Hall, Room A341 613-533-2472</li> </ul>
Summer Camps at Queen's	Directors, different programming roles, counselors	<ul style="list-style-type: none"> <li>• <a href="http://www.queensu.ca/learn/youth/camps">http://www.queensu.ca/learn/youth/camps</a></li> </ul>
Physical Plant Services (PPS)	Varies	<ul style="list-style-type: none"> <li>• PPS may hire students for the summer.</li> <li>• Physical Plant Services, Rideau Building (2nd Floor) 207 Stuart St</li> <li>• <a href="http://www.queensu.ca/pps/contact">http://www.queensu.ca/pps/contact</a></li> </ul>