



PART-TIME OR SUMMER EMPLOYMENT ON CAMPUS

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://myams.org/opportunities
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
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 http://www.queensu.ca/academics/youth/camps
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, 2 nd floor 613.533.2604 http://quic.queensu.ca/about-quic/work-opportunities
Queen's School of English	Variable	Duncan McArthur Hall, Room A341 613.533.2472 http://www.queensu.ca/qsoe
Physical Plant Services (PPS)	May hire students for the summer	Rideau Building (2nd Floor) 207 Stuart St http://www.queensu.ca/pps/contact