PART-TIME OR SUMMER JOBS ON CAMPUS

Opportunities for employment at Queen’s University

In this tipsheet, you learn some strategies for finding job opportunities on campus. You’ll learn ways of identifying and reaching out to on campus job prospects, whether or not the opportunities are posted.

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)

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)
- Look for articles about upcoming events to attend
- 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
- 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

COMMUNICATE THE FIT between you and an opportunity

- Check out our tipsheets on resumes, cover letters, networking and interviews
- Participate in workshops at Career Services (Resume, Cover Letter and Interviews)
- Book a 1-to-1 appointment with a Career Services Peer 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 hires students on campus?

A number of larger departments, units and organizations on campus hire students. On the next page, you will find a list of potential job leads and where to find job postings.
<table>
<thead>
<tr>
<th>Department/Organization</th>
<th>Job Possibilities</th>
<th>Timeline/Contact</th>
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</thead>
<tbody>
<tr>
<td>Alma Mater Society (AMS)</td>
<td>Full time staff for government and services, part-time service staff, Student Life Centre staff</td>
<td>• Applications available online in the AMS offices AMS offices, lower JDUC</td>
</tr>
<tr>
<td>Athletics &amp; Recreation</td>
<td>Each year hires over 650 students including: Facility staff, lifeguards, swim instructors, fitness instructors, events staff, referees, &amp; more</td>
<td>• Casual positions for the Summer and the Fall/Winter posted once a year—one major hiring period in January Athletics &amp; Recreation Centre</td>
</tr>
<tr>
<td>Libraries</td>
<td>Library staff</td>
<td>• Must be eligible for and enrolled in the Work Study program Multiple locations</td>
</tr>
<tr>
<td>Summer Camps at Queen’s</td>
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<td>• Various camps and opportunities, some paid —apply individually <a href="http://www.queensu.ca/academics/youth/camps">http://www.queensu.ca/academics/youth/camps</a></td>
</tr>
<tr>
<td>Queen’s Advancement</td>
<td>Various opportunities</td>
<td>Summerhill</td>
</tr>
<tr>
<td>Hospitality &amp; Event Services</td>
<td>Opportunities vary by time of year —apply as appropriate</td>
<td>Queen’s University Hospitality Services by Sodexo - Victoria Hall</td>
</tr>
<tr>
<td>Residences</td>
<td>Numerous opportunities, during the school year and the summer</td>
<td>Victoria Hall</td>
</tr>
<tr>
<td>International Centre (QUIC)</td>
<td>Register for the QUIC mailing list to be notified of opportunities</td>
<td>Upper JDUC</td>
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<tr>
<td>Queen’s School of English</td>
<td>Variable</td>
<td>Duncan McArthur Hall, Room A341</td>
</tr>
<tr>
<td>Physical Plant Services (PPS)</td>
<td>May hire students for the summer</td>
<td>Rideau Building (2nd Floor) 207 Stuart St</td>
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</tbody>
</table>

**Want to learn more?**
Check out our workshops on Summer Job Search and other career-related skills to develop a strategy for success. Career Services offers [Drop-in Career Advising](#) to answer quick questions related to all aspects of your career planning and job search - Monday to Thursday from 1:30pm to 3:30pm.

For more in-depth explanations, check the following resources in our [Career Information Area](#):

- *Highly Effective Networking* by Orville Pierson
- *The 2-Hour Job Search* by Steve Dalton
- *Get the Interview Edge* by Kim Chung & Elisa Hui